

SUBMITTAL REQUIREMENTS FOR COMMERCIAL BUILDING PROJECTS

When submitting your application for Commercial projects please include the following:

1. Completed Building Permit Application with page 2 stamped by a design professional.
2. If you don't know your tax parcel number for your property to put on your application, please contact the Tax Office at 724-465-3812.
3. Two (2) complete sets of sealed drawings for your building project.
4. Site Plan
5. Your contractor's workman's compensation and liability insurance. If you are not using a contractor or your contractor doesn't have workman's compensation insurance, please complete the Workman's Comp form and have it notarized.
6. Sub-division and land development approval, if required.
7. Current Certificate of Occupancy from Labor & Industry.
8. Highway Access Permit from Penndot/Municipal, if required.
9. \$150.00 application fee (\$50.00 of which is non-refundable) – please make check payable to ***Indiana County***.

INDIANA COUNTY

Office of Planning and Development
801 Water Street
Indiana, PA 15701
(724) 465-3870 Fax (724) 465-3151

FOR OFFICE USE ONLY

Permit # _____

Date: _____

Building Permit Application ~Commercial~

***** All Drawings Must be Sealed by an Architect or an Engineer *****

- ☐ New Building
- ☐ Multi-Family
- ☐ Mixed Use

Company at Site Address Information

Company Name at Site Address _____

Site Address _____

City _____ State PA Zip _____

Municipality _____ Township / Borough _____



**YOU MUST PROVIDE A TAX PARCEL
NUMBER FOR THE PROPERTY AT THE
SITE ADDRESS LISTED ABOVE**

Tax Parcel # _____

Company at Site Mailing Address (if different than site address) _____

City _____ State _____ Zip Code _____

Contact Person (for above Company) _____

Phone Number _____ Cell Phone _____

Fax Number _____

Contact Person's E-mail Address: _____

Estimated cost of the project: \$ _____

Water Supply _____

Sewage _____

Electricity provider _____

Gas Provider _____

of multi-family dwelling units _____

of accessible dwelling units _____

Fire suppression ☐ Full ☐ Partial ☐ None

If this is an existing commercial building, please provide our office with a copy of the Certificate of Occupancy

Is this permit for a medical care facility regulated by the Health Care Facilities Act?

☐ Yes ☐ No If "yes," please attach copy of plan approval issued by the PA Department of Health.

Contractor's Information

Contractor: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Cell Phone _____

E-mail Address: _____

To be completed by the Design Professional

(Affix seal to the right of name and address)

Name: _____

Address: _____

PA License # _____

E-Mail: _____

Phone: _____

Fax: _____

Alternative Construction Method/Material

Will an alternative construction method or material be used on this project? ☐ Yes ☐ No

If "Yes," applicant or design professional must submit a signed statement indicating that the proposed method or material meets the requirements of 34 PA Code § 403.44.

Applicant:

____ OWNER ____ ARCHITECT ____ ENGINEER ____ CONTRACTOR ____ AGENT/OTHER _____

Signature

Date

BUILDING PLAN REQUIREMENTS FOR COMMERCIAL PROJECTS

The following items are required for new commercial projects. Drawings should be drawn to ¼" or 1/8" scale and shall provide the necessary information to verify compliance with the building code. **All drawings shall bear the stamp of the design professional responsible for the design, with their signature on the first page of each set of drawings.**

The construction drawings shall be submitted and shall include:

- **Title Page Drawing:** to include the contact information for all design professionals, description of square footage per floor, number of floors, type of construction to be utilized, area modifications utilized, use group classification(s), separation or non-separation of mixed use groups, design occupant load(s), finish materials classification, design codes utilized.
- **Site Plan Drawings:** to include all utility layouts handicap parking & access, designated fire lanes, distance between adjacent structures and property lines.
- **Floor Plan Drawings:** to include the use of all areas, location & types of fire resistant construction, U.L. Listing of fire resistant construction, means of egress components, handicap access.
- **Structural Drawings:** to include the structural design calculations, geo-technical engineering report, uniform live loads, dead loads, roof & snow loads, wind loads, footing, foundation, framing, concrete masonry, wood and steel construction details.
- **Electrical Drawings:** to include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems, and wiring methods.
- **Mechanical Drawings:** to include size & type of appliances, construction of flues and chimney systems, ventilation air provided, fresh air make-up provided, location of all ducting and piping.
- **Plumbing Drawings:** to include a plan view and a riser diagram of waste and water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.
- **Fire Protection Systems:** to include the submittal guide for each type of system. See specific submittal guide requirements.

INDIANA COUNTY CLIMATIC AND
DESIGN CRITERIA
FOR THE PA UNIFORM CONSTRUCTION CODE

Indiana County does hereby adopt the following climatic and geographic design criteria, in accordance with International Residential Code, 2018; Section R301.2, and Table R301.2(1), said Table being attached hereto:

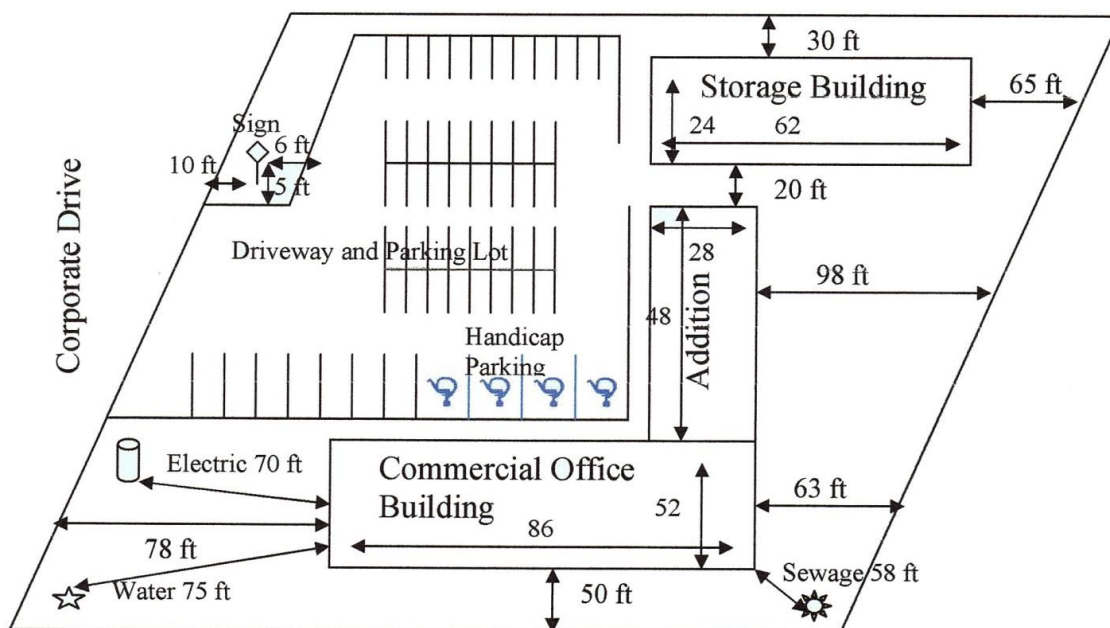
- a. Ground Snow Load is 35 lbs. per square foot
- b. Wind Speed is 90-115 mph depending on exposure area
- c. Seismic Design Category "A"
- d. Weathering – Severe
- e. Frost Line Depth – 36 inches
- f. Termite – Moderate to Heavy
- g. Decay – Slight to Moderate
- h. Winter Design Temperature 0 to 10 Degrees Fahrenheit
- i. Ice Shield Underlayment Required – Yes
- j. Flood Hazard – Reference specific municipal ordinance
- k. Air Freezing Index is 2000
- l. Mean Annual Temperature is 47 Degrees Fahrenheit
- m. Roof Vents shall be a minimum of 16 inches above the roof line

SITE PLAN REQUIREMENTS FOR COMMERCIAL BUILDING PROJECTS

When submitting for a commercial building project there are two different site plans to be submitted. The main site plan is submitted with the rolled drawings.

The following items are to be included on the main site plan:

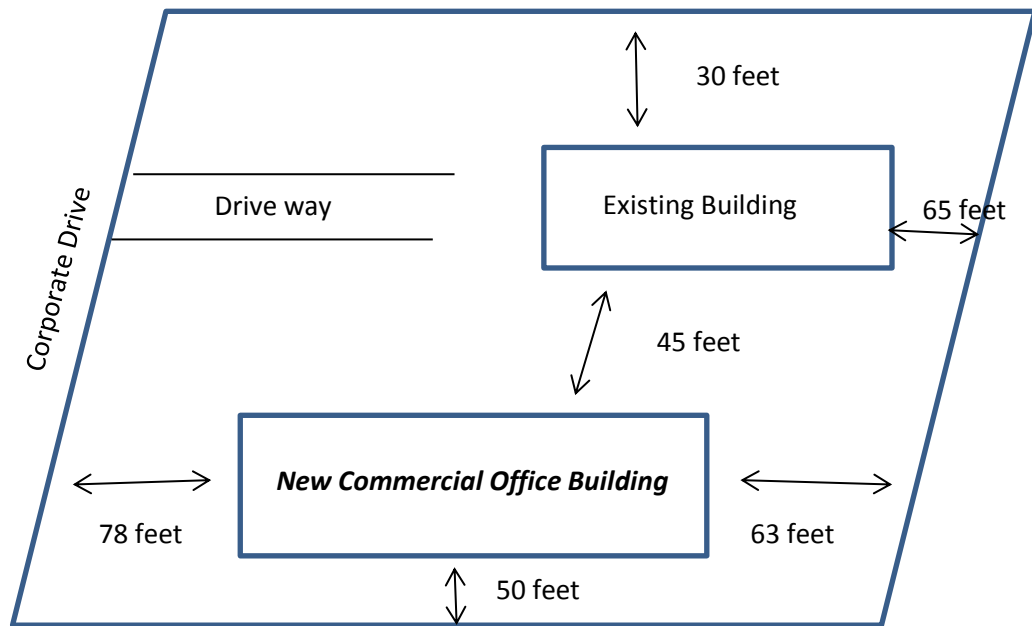
- Location of the building that is being built showing the distance from the property lines, roadway and any adjacent structures
- Show the outside dimensions of the proposed structure
- Handicap parking and access (with dimensions, markings and signage indicated per ICC/ANSI A117.1 and the IBC)
- Show all existing and proposed utility layouts (including water, sewage, and electric)
- Show all existing and proposed driveway layouts and specifics
- Show all required parking and loading spaces and calculations
- Show established street grades and proposed finished grades
- Show accessible curb cuts, ramps and access ways to the building



The second site plan is to be on 8 ½ x 11 white paper using blue or black ink only, in order to fax to the municipality.

The following items are to be included on the second site plan:

- Location of the building that is being built showing the distance from the property lines, roadway and any adjacent structures
- Show the outside dimensions of the proposed structure
- Show all existing and proposed driveway layouts and specifics



PENNSAFE BUILDING INSPECTION SERVICES LLC

NEW COMMERCIAL BUILDING UCC PLAN REVIEW HANDOUT AND CHECKLIST

Every item below must be checked as completed (if applicable), or marked n/a (if not applicable), as it pertains to your construction project. This form must be completed in its entirety then returned with project submittal package.

Project Name:

Project Address:

Owner/Agent:

Telephone:

Design Professional Contact Info:

Phone

Fax

Email

"Section A" - *General Requirements*:

All plans and drawings signed, dated and sealed by the Pennsylvania Licensed Design Professional – Architect or Engineer. **The only exception to the above regulations is when all of the following apply:**

- The proposed work only involves remodeling or renovations of an existing building or structure.
- The proposed work does not contain any structural change to the building or to the means of egress.
- The person preparing the project plans is not compensated for the preparation of the drawings.

All drawings are required to be drawn to scale, be clearly legible and all dimensions shall be indicated.

This procedural checklist is designed as an aid for the plan designer. It is a thorough handout that is provided to help facilitate and expedite the project plan review approval process. It is mandated that all information is completed in its entirety and then submitted with the plan submittal documents. All work performed on the construction project must conform to all of the provisions of the Pennsylvania Uniform Construction Code – Act 45, whether or not depicted on the plan submittal documents.

***Check the item directly below to indicate it is included*:**

- ☐ Permit Application
- ☐ Municipal Prior Approval Form
- ☐ Two full sets of plans including site plans
- ☐ One set of project specifications

The following checklist information is required to be completed in its entirety then returned with the attached drawings and plan submittal package. Every item must be checked (if applicable), or marked n/a (if not applicable), for your project.

"Section B" - *SITE PLAN*:

- | | | |
|------------------------------|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Site plan must be drawn to a scale of not less than 1"=20', show north arrow and site location map. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show project correct street address, identify all property lines and right of ways, with distance from property lines and adjacent buildings. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show required accessible access routes, ramps and curb cuts. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all existing and proposed driveway entrances. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Identify adjacent land uses and zoning designation. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all easements, flood areas and required buffers. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all existing and proposed utilities that serve the project site. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all existing and proposed finish grades. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all building elevations, details and sections for proposed project. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all required parking and loading spaces, including calculations. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all accessible parking spaces, signage, routes and slopes to conform to the ICC/ANSI A117.1 and the International Building Code. |

"Section C" - *ARCHITECTURAL PLANS*:

- | | | |
|------------------------------|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide floor plans of every floor on pages not less than 18"x24" drawn to a scale of not less than 1/8" per 1'. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show the square footage of each floor and total of all floors. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide use group and type of construction for project. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Identify names and uses of each room and provide occupant load. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide calculations for all means of egress widths per the designated occupant load for each floor and total for building exits. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide total occupant load for entire building. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show elevation and cross-sections denoting overall building height and floor to floor heights. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide details of all accessible entrances, routes, facilities, equipment, signage and elements. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Furnish door and glazing schedules indicating type, size, hardware and fire resistance ratings. |

- | | | | | |
|--------------------------|-----|--------------------------|-----|---|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Identify and show all fire resistant design assemblies for all building elements. Provide corresponding approvals for all ratings and testing of all assemblies, (i.e. UL). |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Indicate size and location of portable fire extinguishers. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Provide details of all fire rated penetrations per approved testing methods. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Provide calculations for percentage of basement below grade areas. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show wall sections with proposed materials, sizes, and methods used. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show fixed seating for assembly areas to determine occupancy posting. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show roof details indicating slopes, drainage methods and calculations. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show proposed plumbing fixtures, include fixture calculations. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | For masonry construction, provide vapor barrier, flashing and weep hole and brick tie detail. Indicate method for waterproofing. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Identify all hazardous materials and control areas. Provide Material Safety Data Sheet for each and required fire resistant barriers and assemblies. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show methods for roof ventilation. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show mezzanine and penthouse construction details. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Provide energy code compliance path and all applicable information. |

"Section D" - *STRUCTURAL PLANS*:

- | | | | | |
|--------------------------|-----|--------------------------|-----|---|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Provide detailed foundation design plans indicating all types, composition, dimensions, elevations and frost protection methods. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Provide sub-base and soil analysis data – if required. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Provide footing schedule indicating types, sizes and reinforcing methods. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show location and details of grade beams, pilings and column pads. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Provide floor slab info indicating type, thickness and reinforcement details. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Indicate type, size, and location of reinforcing steel. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Provide concrete strength details in accordance with the soil report. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Provide schedules for all header and lintel installations. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show all structural components (i.e. beams, joists, girders, trusses) with connections, bearing details, anchoring and fastening methods. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Provide code summary of design loads for all building components and elements. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show locations and details for all shear walls, concentrated loads, etc. |

"Section E" - *FIRE PROTECTION PLANS*: ☐ N/A

- | | | | | |
|--------------------------|-----|--------------------------|-----|---|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Complete and provide a sprinkler design data sheet on the first page of sprinkler drawings. Indicate Standard used for system design 13, 13R, 13D. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show floor plan for each identified room on each floor with sprinkler piping type, layout, sizes and hanger details. Plans must be approved prior to installation of such system. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | Show ceiling plans for each room on each floor with sprinkler head type, and layout locations. |

- | | | |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide sprinkler system design criteria showing hydraulic calculations, water flow test data, built in safety margin and fire pump summary. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide approved testing agency details for all fire rated assemblies and penetrations of them. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide fire alarm riser detail showing connections, tamper switches, backflow prevention devices, etc. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate commodity class and high piled storage areas per the International Fire Code. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide calculations for flow and pressure at each sprinkler head and flow diagram for grid system. |

"Section F" - *PLUMBING PLANS*:

☐ N/A

- | | | |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show a site utilities plan indicating all water and sewer service lines. Provide type and locations of meters, backflow preventers, etc. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show type and location of interceptors applicable to project. Provide flow rate sizing calculations. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide minimum facilities calculations for project. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide plumbing plan layout for each floor detailing installation of all piping systems. (i.e. water, gas, sewer, dwv, storm leaders, etc.) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Furnish all room names and numbers as well as floor levels on plans. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide a piping schedule for all materials, sizes, slopes and hanger details. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show the location of all major equipment. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide fixture schedule include installation details. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Identify all fixtures on floor plans and in riser diagrams. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate roof drains and scuppers type, location and sizing of each. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all toilet/bathroom layouts using a minimum of ¼"=1" scale. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all drinking fountain and eyewash locations. |

"Section G" - *MECHANICAL PLANS*:

☐ N/A

- | | | |
|------------------------------|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Furnish room names and number for each room and area on every floor. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate the type, location and sizes of all mechanical equipment. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate location and proper support of roof mounted equipment. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide mechanical plans of all equipment, piping, ductwork, include schedules, details and schematics necessary for system installation. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show mechanical room layouts in sufficient dimensional scale to verify servicing and clearance requirements. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show sizes and composition of all ductwork. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate air distribution devices and show cfm for all supply, return and exhaust equipment. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show the location of all listed and approved fire dampers, smoke dampers and fire doors. |

- | | | |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all existing and new fire rated walls with their ratings. Provide approved manufacturer's penetration installation details. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show the smoke ventilation of atriums and pressurization of high-rise stairwells. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate controls for fan shutdown including emergency manual and automatic smoke detection. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show all condensate drain installation from the unit to the point of discharge. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate toilet room exhaust requirements. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide outside air ventilation rate for project per the International Mechanical Code. |

"Section H" - *ELECTRICAL PLANS*: ☐ N/A

- | | | |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide panel schedules with circuit and feeder loading, overcurrent protection, and NEC load summaries for all new and affected panels and services. Include fault current data, short circuit ratings and fault current protection coordination. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide a single line riser diagram showing all new and/or affected services. Indicate feeders, wire sizes and insulation types, and conduit sizes and types. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate number of service mains and subpanels. Show their actual physical locations within the project. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate the grounding electrode system, including conductor size for new and/or affected services and transformers. Provide details on grounding methods. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show physical locations of all new and/or affected panels and switchgear. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Show electrical plans for every affected floor and roof. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide wiring methods. Indicate conductor and conduit types and sizes. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide receptacle plans with circuit directory. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide lighting plans with circuit directory. Show energy code compliance. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate the design and operation of all emergency life safety systems such as: generator, smoke detection, egress and emergency lighting, shaft pressurization and relief, and fire alarms. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate all hazardous classified areas including specific wiring methods to comply with NEC. Provide details and notes. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate all patient care areas and provide specific wiring methods to comply with NEC. Provide details and notes. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide all HVAC equipment and appliances nameplate data. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Indicate all motor horse power ratings. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide submittal statements indicating all equipment and materials are listed and labeled by an approved testing agency or laboratory. |

****THIS COMPLETED FORM IS REQUIRED TO BE SUBMITTED WITH THE PROJECT PLANS****