

**POLICY GUIDELINES for COMMERCIAL PLAN SUBMITTAL
REQUIREMENTS for ALTERATIONS, RENOVATIONS OR CHANGE OF
OCCUPANCY TO
EXISTING BUILDINGS**

ALL AREAS MUST CHECKED AS COMPLETED OR MARKED N/A

PLANS WILL NOT BE ACCEPTED WITHOUT THIS COMPLETED FORM

- _____ RESIDENTIAL/LIGHT COMMERCIAL Permit Application.
- _____ Local Municipal Approval
- _____ Two copies of approved site plan.
- _____ Two full sets of Building Plans. Plans must be in ink, drawn to scale
- _____ Existing L&I Certificate of Occupancy 717-787-3806 #1, Fax – Sharon Foose, 717-783-5002

If there is no L&I Occupancy Permit the building is considered “Uncertified” and must meet the requirements of the latest version of the International Existing Building Code or Chapter 34 of the International Building Code. The Building Code Official may deny the issuance of a Certificate of Occupancy if the building is deemed unsafe because of inadequate means of egress, inadequate lighting and ventilation, fire hazards or other dangers to human life or public welfare. All buildings built before April 27, 1927 shall be deemed “Certified”.

Building Plans must include all applicable information contained below:

- _____ 1. Drawings must contain a contact person (name, address and telephone number) **Drawings must include all portions of the building affected by any change of use or alteration project.**
- _____ 2. Drawings must include **Allowable Building Areas, Use Group, Type of Construction, Occupant Load and Occupant Load Calculations.**
- _____ 3. You must designate code used (ie: IBC chapter 34 or International Existing Building Code) If using the IEBC you must designate the level of renovation (1,2,3) or Change of Occupancy.
- _____ 4. An unlicensed person may submit plans for alterations if there is no compensation involved and there are no changes of use, structural or egress exit changes. When stamped plans are required, a Pennsylvania Registered Architect or Engineer must seal each sheet of the submission plan. **(reduced copies will not be accepted)**
- _____ 5. Plans must be submitted on paper not less than 15” by 24” in size and drawn to a scale of not less than 1/8” equals one foot. The following information (if applicable to project) must be shown on submitted plans:
 - _____ a. All floor plans including basement (both existing floor plan and revisions must be included).
 - _____ b. Elevations of all sides of the building (existing buildings may substitute photographs of all sides).

____ c. Typical wall-section to indicate type of construction. Designate type of construction and use group for all portions of building on plan.

____ d. Designate all fire walls, doors and separations. **Plans must include detail and UL listing for all designated fire separations.**

____ e. All stairways, stair towers, ramps, fire escapes, etc.

____ f. Direction of swing for all doors and the type of fire door assemblies where required by regulation.

____ g. Emergency lighting systems, fire alarm systems, or fire extinguishing apparatus shall be completely shown on plans or with the drawings submitted before approval of the building is obtained.

____ h. Dimensions of all areas and rooms of building. **occupant load calculations for each room and entire building.** Indicate building means of egress, travel distance, exit arrangement and sizes, corridors, doors, stairs, etc.

____ i. For all renovations that contain plumbing, electric, mechanical or fire system installation or alteration, **a detail and scope of work for each discipline must be provided.**

____ j. Exit signs, tactile exit signs and means of egress lighting, including power supply.

____ k. **All Handicapped accessibility provisions.**(parking, accessible route, accessible entrance, restrooms, seating, counters, drinking fountains or water coolers, etc.)

____ l. Building envelope insulation

Note: An accessibility variance, if needed or requested, must be submitted to the Department of Labor and Industry. Under UCC Law, no accessibility variance can be granted locally.

www.dli.state.pa.us/buildingcodes

CERTIFICATION/AFFIDAVIT FORM

Building Address _____

Building Owner Name _____

Owner Address _____

Intended Use of Building _____

Previous Use of Building _____

Type of Construction _____ No. of Stories _____

The undersigned will observe the construction of the above work:

Name _____ Title _____

Address _____

Phone _____

Signature _____

The undersigned hereby certifies that he/she has prepared the plans and specifications for the above work in accordance with the provisions of the Pennsylvania Uniform Construction Code and the Architects and Engineers Laws of the Commonwealth.

Signature of Architect or Engineer _____

Address _____ Date _____

The undersigned hereby certifies that he/she has obtained the building owners permission to prepare and oversee the construction of the above project.

Signature _____

Address _____ Date _____

THIS COMPLETED FORM MUST BE TURNED IN WITH PLANS

All requests for variances for accessibility must be submitted to the Department of Labor and Industry.

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