

PLAN REVIEW SUBMITTAL CHECKLIST

TITLE SHEET

YES NO

- Name and address of owner. Name and address of person preparing plans
- Index of sheets
- Exact location/address of the proposed building site
- Building construction type and occupancy classification
- Building code used

SITE PLAN

YES NO

- Plans fully dimensioned showing exact location of proposed building in relation to property lines, existing buildings, streets, parking areas, signs, utilities, etc...
- Note the use of all existing and proposed buildings or structures
- Location of permanent access to the street, giving length and width of access and half width of street
- Grades and elevation of the site and the building.
- Indicate the location of fire hydrants, sewer lines, and water lines
- Provide handicap parking, curb ramps, and site accessibility.
- North direction arrow

FOUNDATION / FOOTINGS PLAN

YES NO

- Dimensioned floor plan of foundations and pad footings
- Complete Dimensions and depth below finished grade of all wall and post footing and foundations
- Location and thickness of floor slabs
- Note anchor bolt locations, size, and spacing
- Location and size of uplift or overturning tie down anchors
- Location and details of post connections
- Sections through footings
- Specify allowable soil bearing pressure.
- Special foundation preparations required by the soils report

ELEVATION VIEWS

YES NO

- Elevation Views of each side of the structure
- Indicate type of exterior finish and roof covering
- Height dimensions

FLOOR PLANS

YES NO

- Exact Dimensions of the structure
- Room Sizes
- Identification of the proposed use of all rooms
- Location and size of all doors, windows, and openings, including glazing requirements.
- Indicate the rating of all fire doors

FLOOR PLANS (cont'd)

YES NO

- Location of all appliances (Furnace, Water Heater, Air Conditioner)
- Types of interior ceiling, wall and floor finishes
- Show change in floor levels
- Occupant Loads
- Fire ratings for fire barriers and walls

FRAMING PLANS

YES NO

- Structural Calculations
- Design Loads
- Material Specifications
- Floor Plan including size, location, direction and spacing of girders and joists. Location of crawl holes, screened vents, underfloor furnace
- Ceiling joist framing plan
- Roof framing plan
- Shear wall locations
- Typical reinforcement details for masonry construction. Wall reinforcement, horizontal and vertical, reinforcement around openings, at corners, at intersecting walls, at lintel beams and at piers
- Indicate size and location of attic access.

ROOF PLANS

YES NO

- Show all roof mounted heating and cooling units
- Note direction and pitch of all roof slopes
- Describe all roof coverings
- Prefabricated truss detail and calculations
- Connection details for top and bottom of partition walls
- Framing details at wall openings
- Typical framing at sidewalls and end walls

DETAILS AND SECTIONS

YES NO

- Sufficient detailed and dimensioned sections through portions of the building to adequately clarify the framing details
- Connection details at bearing of individual members
- Wall heights, ceiling heights, heights of openings
- Stair, Handrail and guardrail framing details, including rise, run, and width of stairs, rail heights, and intermediate rail spacing for handrails and guardrails.
- Door and window schedule; size and type of glazing
- Finish schedule noting all wall, ceiling and floor finishes
- Details of special or unusual construction or materials

ELECTRIC PLANS

YES NO

- Type of voltage
- Location of all main and sub-panels indicating size and type
- Panel schedule noting circuit identification, overcurrent protection size, including main disconnect
- Load calculation showing total demand load.
- Type size and materials of all conductors and conduits
- Location of all electrical outlets, including lights, receptacles and junction boxes
- Method and location of grounding and bonding
- Location and rating of all electrical appliances
- Circuit schedule
- Identify disconnecting means

PLUMBING PLANS

YES NO

- A single-line drawing of the drain, waste and vent system, providing sizes, dimensions, type and identification of materials.
- Indicate location of all cleanouts
- Termination of vents
- A single-line drawing of the water supply system showing sizes, lengths of runs, type of materials and valves.
- Location of pressure relief valve at water heater, and termination, size and materials of relief tube.
- Indicate type of fixtures, including allowable water consumption and handicap accessibility
- Grades and elevations of sewer lines. Indicate connection of building drain to public or private sewer system. Indicate location of all cleanouts or manholes
- Private septic systems shall be shown noting size of tank and leach field.
- Single-line drawing of gas lines and type of fuel to be used, giving type of materials, size, valves, meter location, regulators and change in pipe sizes.
- Location, type, size and rating (in BTU & CFM) of all appliances

MECHANICAL PLANS

YES NO

- Type of fuel serving mechanical units (wood stoves, furnaces, kilns, boilers etc.).
- Location, type, size and rating (in BTU & CFM) of all HVAC, appliances, etc.
- Type of exhaust vent indicating location and termination
- How combustion and dilution air is provided.
- Fire dampers and assemblies.
- Fire separation between a furnace and/or boiler room and the rest of the structure.
- When mechanical ventilation is used, provide details to ensure minimum required air changes

ENERGY EFFICIENCY COMPLIANCE

YES NO

- Submit calculations for energy conservation per Com Check or Pa Alternative Energy

ADDITIONAL NOTES:

- 1.) All drawings need to be sealed by Pennsylvania State registered design professional.
- 2.) This Form Should Be returned with your application when all items are complete.

**MUNICIPAL CONSULTING SERVICE LLC
CONTACT INFORMATION:**

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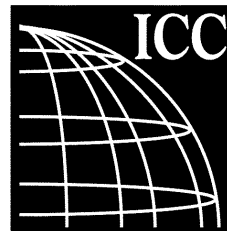
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