



Commercial Building Permit Plan Review Check List

Plan Examiner's Name:
Permit Application #:

I. Building Permit Application Review:

1. Is a completed Zoning Voucher provided? Yes No N/A
2. Was a new Certificate of Occupancy required by Zoning? Yes No N/A
3. Is a site plan/survey approved by Zoning included? Yes No N/A
4. If provided, is the site plan legible and are distances to the property lines identified? Yes No N/A
5. Are all copies of Zoning Variance decisions or Special Exceptions included? Yes No N/A
6. If applicable, are copies of geotechnical reports provided for properties located in an undermined and/or landslide prone area? Yes No N/A
7. If applicable, is a completed copy of the Flood Plain Overlay Application included? Yes No N/A
8. If Historic Review Commission review was required, is a copy of the Certificate of Appropriateness included? Yes No N/A
9. If Public Works review was required, is a copy of DPW approvals included? Yes No N/A
10. Is a completed copy of the PLI Application Form provided? Yes No N/A
11. If required, is documentation showing compliance with the energy code provided, such as COMcheck / REScheck? Yes No N/A
12. If required, is a Statement of Special Inspections included? Yes No N/A
13. If required, is a soils analysis and/or geotechnical report included? Yes No N/A
14. If applicable, are copies of PA Labor & Industry's Accessibility Advisory Board variances included? Yes No N/A
15. If applicable, are copies of City of Pittsburgh Board of Appeals variance decisions included? Yes No N/A

II. General Drawing Attributes Review:

1. Are two (2) sets of legible and to scale sealed drawings provided? Yes No N/A
2. If regulated by PA DOH, are the submitted drawings approved by PA DOH? Yes No N/A
3. Is a comprehensive code summary included in the plan set? Yes No N/A
4. If an existing building, is the selected compliance path identified? Yes No N/A
5. Is a life safety plan included with the plan set? Yes No N/A
6. Are new/existing conditions and existing/proposed uses for each room or space clearly identified? Yes No N/A

III. Site Plans:

1. Is the correct street address and/or parcel number identified? Yes No N/A

- 2. Are distances to all property lines, rights-of-way, and adjacent buildings shown? Yes No N/A
- 3. If parking and/or loading spaces are provided, are all required accessible spaces and signage shown per ICC/ANSI A117.1 and the International Building Code? Yes No N/A
- 4. Are accessible curb cuts, ramps and access ways to the building identified? Yes No N/A
- 5. Are existing and proposed finish grades shown? Yes No N/A
- 6. Are existing and proposed utilities serving the building shown? Yes No N/A
- 7. If located within a Special Flood Hazard Area, do the drawings provide applicable flood information per the International Building Code? Yes No N/A

IV. Architectural Plans:

- 1. Do the scope of work and proposed occupancies on the drawings match any variances or conditions of approvals, including: Planning, ZBA, HRC, DPW, BOA or L&I Variances? Yes No N/A
- 2. If applicable, are building elevations provided with dimensions defining overall building height, floor-to-floor heights and/or heights to ridge and eave? Yes No N/A
- 3. If applicable, are calculations provided to confirm stories above-grade-plane? Yes No N/A
- 4. Are all existing and proposed uses and occupancy classifications clearly identified? Yes No N/A
- 5. If applicable, are special requirements based on Use or Occupancy, per Chapter 4 of the International Building Code, provided and/or met? Yes No N/A
- 6. If applicable, are hazardous material control areas identified, with Hazardous Materials Inventory Statement provided? Yes No N/A
- 7. If applicable, is the proposed occupancy classification compatible with the building construction type and allowable building height and area? Yes No N/A
- 8. If applicable, are proposed construction elements compatible with the building construction type? Yes No N/A
- 9. If reductions to required fire ratings of construction elements are taken, is the type of automatic sprinkler system provided compliant with allowable reduction? Yes No N/A
- 10. Are all required fire rated assemblies properly identified, including both associated rating and applicable tested design assembly designation (such as UL#)? Yes No N/A
- 11. Are all penetrations of fire-rated construction identified per approved testing laboratory or agency system numbers? Yes No N/A
- 12. Are all required automatic sprinkler systems identified per project scope and associated installation standard? Yes No N/A
- 13. Are all required fire alarm systems identified per project scope, system type, and associated installation standard? Yes No N/A
- 14. Are all required standpipe systems identified per project scope, system type, and associated installation standard? Yes No N/A
- 15. Are required smoke control / pressurization systems identified? Yes No N/A
- 16. If a fire pump is provided, is the fire pump room protected as required? Yes No N/A
- 17. Are all proposed and/or existing occupant loads clearly identified? Yes No N/A

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| 18. Are all existing and/or proposed means of egress components dimensioned and clearly identified? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 19. Is the existing and/or proposed means of egress system properly sized? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 20. Are the required number of exits provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 21. Are all required accessible elements and/or features clearly identified? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 22. Are all required sleeping and/or dwelling units clearly identified per applicable version of ICC A117.1? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 23. Are any exceptions short of full compliance with current accessible standards identified? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 24. Is sufficient detail provided to verify dimensional compliance of all required accessible elements and/or features? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 25. Are the proposed accessible route and associated elements compliant with project work and scope? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 26. If applicable, are door schedules, including size, type, rating and hardware provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 27. If applicable, are glazing schedules provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 28. Do the drawings show compliance with identified energy code compliance method and/or submitted reports? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

V. Structural Plans:

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| 1. Are the correct Structural design load factors, including the amended 30 PSF ground snow load, identified? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. If applicable, does the foundation design comply with the soil analysis or geotechnical report provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3. If applicable, are foundation designs provided, showing the proposed slab elevations and type of foundation (i.e., mat foundation, deep foundations, spread footing, etc.)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4. If applicable, are foundation designs clearly dimensioned and detailed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 5. If applicable, is the established footing depth below grade and method of frost protection clearly identified? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 6. If applicable, are the location, size and amount of reinforcing steel provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 7. If applicable, is the concrete strength identified? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 8. If applicable, are framing plans provided, with primary and secondary structural members clearly identified? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 9. If applicable, are all details of structural connections identified? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 10. If applicable, is a lintel schedule provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |