



Residential Building Permit Plan Review Check List

Plan Examiner's Name: Choose an item.

Permit Application #: [Click here to enter text.](#)

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 with the PLI submission? 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 REScheck? Yes No N/A
12. If required, is a soils analysis and/or geotechnical report included? Yes No N/A
13. If applicable, are copies of City of Pittsburgh Board of Appeals variance decisions included? Yes No N/A

II. Drawing Review:

1. Are two (2) sets of legible and to scale sealed drawings provided? Yes No N/A
2. If required, is a site plan showing distances to all property lines, rights-of-way, and adjacent buildings shown? Yes No N/A
3. For new construction, are existing and proposed finish grades shown? Yes No N/A
4. For new construction and/or additions, do the drawings clearly show stories above grade with supporting calculations/diagrams as needed? Yes No N/A
5. Is the structure 3 stories or less above grade? If not, the International Building Code is applicable. Yes No N/A
6. If located within a Flood Plain, do the drawings provide applicable flood information per the International Residential Code? Yes No N/A
7. If existing structure, are new/existing conditions and existing/proposed uses for each room or space clearly identified? Yes No N/A
8. Do the drawings identify required fire-rated construction, including both associated rating and applicable tested design assembly designation (such as UL#)? Yes No N/A

9. If applicable, is the dwelling unit separation properly documented? Yes No N/A
10. If a townhouse which utilizes a shared party wall, is this wall designed to be structurally stable and withstand collapse on either side? Yes No N/A
11. If construction of a townhouse, do the drawings identify the Automatic Sprinkler system to be provided with associated standard (P2904 or NFPA 13D)? Yes No N/A
12. For additions and new construction, are bedrooms clearly identified? Yes No N/A
13. For additions and new construction, are emergency escape and rescue openings clearly identified at bedrooms and basements? Yes No N/A
14. If new construction, are smoke alarms and carbon monoxide alarms identified? Yes No N/A
15. Do the drawings show compliance with identified energy code compliance method and/or submitted reports? Yes No N/A
16. Are the correct Structural design load factors, including the amended 30 PSF ground snow load, identified? Yes No N/A
17. Are all structural elements shown in sufficient detail? Yes No N/A
18. If an addition or new construction, are foundation designs clearly dimensioned and detailed? Yes No N/A
19. Does 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
20. If there are four or more townhouses proposed in a group, have the requirements for Type B units been identified? Yes No N/A