

William Peduto  
*Mayor*



Maura Kennedy  
*Director*

## Department of Permits, Licenses, and Inspections Bulletin

**Policy:** Standard Permit Application Requirements

**Date:** January 11, 2016  
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### **Standard Application Requirements for all permits:**

- An approved City of Pittsburgh Zoning voucher, for all building permits and occupancy permits.
- Copies of all variances, or conditions of approval from other Departments.
- A site plan approved by Zoning, as required.
- A completed PLI Permit Application form for the permit type.
- Site plan showing required accessibility features including, but not limited to, location of parking spaces (where provided), accessible site arrival points, and accessible entrance(s).
- Statement of Special Inspections, where applicable.
- Documentation showing compliance with the Energy Code.
- (2) sets of final construction documents – drawings and specifications \*
  - o If the subject building is regulated by the PA Department of Health, the DOH approved drawings shall be submitted for each PLI permit. Each permit is to include DOH stamped coversheet to confirm DOH approval.

### **\* Construction Drawings Requirements for Permits:**

All permit applications, unless specifically exempted below, require (2) sets of construction drawings and specifications for review. The drawings must be signed, sealed and dated by a licensed design professional of record.

- Whenever structural change is involved, a statement from a licensed architect or engineer must accompany the application. This sealed statement should indicate that the work described on the application will satisfy all structural requirements of the UCC.
- PLI reserves the right to require that a statement sealed by a licensed design professional be provided (indicating that the proposed work will not violate provisions of the UCC), for all other changes.

**Note that drawings must be specific for the permit. Mechanical, Electrical, Fire Alarm, and Sprinkler System drawings will not be accepted with a building permit submission. Separate applications must be made for each permit type, and the required drawings must accompany each application.**

### **Commercial Building Permits:**

- Drawings not needed for (permit still required):
  - o Alterations that do not exceed the scope of Alterations Level 1, as defined in the applicable version of the International Existing Building Code, and that will be made to existing buildings that are legally occupied.
  - o Modification or installation of typical secondary members (e.g., lintels, equipment supports, etc.). Note that when structural change is involved, a statement from a licensed design professional must accompany the application. This sealed statement should indicate that the work described on the application will satisfy all structural requirements of the UCC.

### **Commercial Mechanical Permits:**

- Drawings not needed for (permit still required):
  - o Replacement of grills, registers, & diffusers.
  - o Minor alterations to supply/exhaust HVAC systems (as long as the capabilities of the existing system are not exceeded). This includes all air distribution systems.
  - o Alterations to hydronic systems (typically, hot and/or chilled water), as long as the capabilities of the existing systems are not exceeded.
  - o The installation or relocation of meters, valves and other ancillary equipment related to metering, in connection mechanical systems that been previously approved.

### **Commercial Electrical Permits:**

- Drawings not needed for (permit still required):
  - o The alteration of existing electrical branch circuits, as long as over-current protection devices are not modified or added to.
  - o The installation, relocation or replacement of instrumentation and controls, computer networks and communication equipment operating at 50 volts or less.
  - o The alteration of an existing or addition of one (1) new 208V/30A (or less) circuit for power or lighting.
  - o The reconfiguration of lighting systems (including switching), as long as COMcheck or other energy conservation code compliance data is supplied.
  - o Service re-connects, or the installation or relocation of meters and other ancillary equipment related to metering in connection with electrical systems that have been previously approved.

### **Commercial Fire Alarm and Sprinkler Permits:**

- Drawings not needed for (permit still required):
  - o The relocation of sprinkler heads, as long as this does not affect the sprinkler coverage area.
  - o The relocation or replacement of fire alarm system devices that have been previously approved.

### **Commercial Occupancy Permits:**

- Drawings not needed for (permit still required):
  - o Change in use that does not constitute a change in occupancy classification, hazard classifications, or result in an increased occupant load.

**Communication Tower Permits:**

- Drawings not needed for (permit still required):
  - o Replacement or removal of existing antennas or related equipment without modifications to electrical systems.
  - o New antennas on existing mounting system without modifications of electrical systems when accompanied with structural report/statement confirming the mounting system has sufficient capacity to support additional equipment.

**Residential Permits (Building, Occupancy, Mechanical, Electrical):**

- Drawings not needed for (permit still required):
  - o Non-structural alterations that do not affect required fire-resistance ratings.