

Section I General Information

Model Code:  (PA- IBC)

Location of Structure:

Municipality:

\* Applicant Name:

Architect:

Address:

Address:

Phone Number:

Phone Number:

Fax Number:

Fax Number:

E-Mail Address:

E-Mail Address:

\* Applicant will be billed unless otherwise noted

Section II Structure Information

Use Group Classification:  If mixed Use, describe each use by floor or by square footage of space:

Proposed Work:

Construction Type:  Height:  Stories:

Total square footage (building footprint):

Occupant Load per floor:

Occupant Load per Assembly Room (s):

Section III Hazardous Materials

Are any hazardous materials stored or used in a production process within this structure:  Yes  No

If you answered No, skip to Section IV.

If you answered Yes, list chemical makeup and the amount :

\* Material Safety Data Sheets (MSDS) shall be submitted with the construction documents. The amount of each material and the location of the room or space in which the material is to be used or stored must be clearly indicated.

**Section IV Fire Protection**

Yes    No   Is this structure protected throughout with an automatic sprinkler system? If yes, signed and sealed sprinkler drawings (1) set shall be submitted with the application.

Yes    No   Is this structure protected throughout with a Fire Alarm system? If yes, signed and sealed Alarm drawings (1) set shall be submitted with the application

The information contained in this application is true and accurate to the extent of my knowledge. The attached document review instructions have been read and are understood.

\_\_\_\_\_  
Signed By

Print Name:

Date:

New Construction Document Review  
Initial Submittal Instructions

**\*\* All Documents shall be sealed by a PA registered design professional**

- Construction documents shall be submitted with the application:
  - (3) copies** where <20 Total Sheets.
  - (1) copy** where >20 Total Sheets.
  - All Drawings must indicate: Design Codes, Use Group Occupancy, Construction Type, Fire Protection, Structural Design Criteria per section 1603.1.
- Three (3)** Structural Calculations shall be submitted with the application.
- Three (3)** copies of Specifications.
- Three (3)** copies of Soils Report.
- Three (3)** copies of ComCheck or energy worksheet.
- Three (3)** copies of Sprinkler drawings (if applicable) in accordance with NFPA 13.
- Three (3)** copies of Fire Alarm drawings (if applicable) in accordance with NFPA 72.
- The application has been completed and signed.
- The instructions page (this sheet) has been read and signed.

General Instructions

Upon receipt of a completed application and the required construction drawings, a code review in accordance with the adopted model Building Code will be performed by a Certified Plans Examiner . Reviews are conducted in the order they are received. A detailed list of comments ( if applicable ) will be forwarded to the applicant. The submitted construction drawings will be retained by **PCS**. Three (3) sets of revised construction documents ( if required ) as well as a corresponding response to the comments shall be submitted for a re-review. The construction drawings will only be stamped " Approved " when all code violations are corrected.

Note: The review fee includes an initial review and (1) re-review of the revised drawings. A fee in the amount of 50% of the original fee will be charged if a Third review is required. The " Approved " construction documents will not be released for permitting until all invoices are paid in full.

Signed By \_\_\_\_\_

Print Name:

Date: