



Building Permit Submittal Requirements

Multi-Family, Commercial and Industrial Structures



CITY OF WARREN - BUILDING CODE DEPARTMENT
318 W. Third Avenue, Warren, PA 16365 · (814) 723-6300 · www.cityofwarrenpa.gov

Building permits are required for the following activities that are regulated by the Pennsylvania Uniform Construction Code (UCC):

- Construction or demolition of any building, structure or facility.
- Addition to an existing building, structure or facility.
- Alterations to existing buildings (renovations) that will exceed the scope of a level 1 alteration as defined in the International Existing Building Code or in Chapter 34 of the International Building Code. This also includes the following activities:
 - Cutting away a wall, partition or portion of a wall.
 - The removal or cutting of any load-bearing support.
 - The removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements.
 - The addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical.
- A change in the use or occupancy of any space. For existing spaces, drawings showing the layout of the space, emergency lighting and exit signs, locations of the means of egress, occupancy loads, and egress calculations are required in addition to any applicable code requirements as a result of alterations to the existing space. A Certificate of Occupancy covering the previous use must be submitted in order to determine compliance with prior building codes and/or PA Fire & Panic Act or the building must comply with Chapter 34 of the International Building Code or the International Existing Building Code.
- Installation, alteration, extension, conversion, replacement or repair of any electrical, gas, mechanical, or plumbing system.

The following codes that apply to multi-family, commercial and industrial structures are enforced by the Building Code Department:

- 2009 International Building Code (IBC) - Excluding Chapter 11
- 2009 International Existing Building Code (IEBC)
- 2009 International Plumbing Code (IPC)
- 2009 International Mechanical Code (IMC)
- 2009 International Fuel Gas Code (IFGC)
- 2009 International Energy Conservation Code (IECC)
- 2008 National Electric Code (NEC)
- ICC/ANSI A117.1-2009 & Chapter 11 of the 2012 IBC
- Other codes as referenced by the above codes

Land development, zoning, flood plain and storm water approvals must be obtained prior to plan submission.

The instructions outlined below will assist you in providing the necessary information required to obtain a building permit. All the required information is necessary to adequately determine compliance with the provisions of the UCC. However, due to the amount of work being performed, some of the information listed below, may not apply. No work is to be commenced until a building permit has been issued.

To obtain a building permit, the following information is required to be submitted for review:

Completed building permit application. Additional permit applications are required for electrical, plumbing and mechanical work when applicable.

A site plan including the following:

- Size and location of all new construction and all existing structures on the site.
- Accurate boundary lines including distances to the front, side and rear property boundaries.
- Established street grades and the proposed finish grade.
- Location of parking spaces, accessible routes, public transportation stops and any required accessibility feature.

Three (3) sets of complete construction documents, including plans and specifications of all proposed work. Construction documents shall be clear, indicate the location, nature and extent of the work proposed and show in detail that the work will conform to the UCC. Plans shall also contain information concerning special inspection and structural observation programs, Department of Transportation highway access permits and other data required by the Building Code Department. The Building Code Department may require submission of additional construction documents in special circumstances.

All drawings shall be sealed, signed and dated by a licensed architect or professional engineer. The **only** exception is when **all** of the following apply:

- The proposed work only involves remodeling or alterations of an existing building or structure.
- The proposed work does not change the building's structure or means of egress.
- The person preparing the plans is not compensated for the preparation of the drawings.

Upon successful completion of the plan review, each set of plans will be stamped as "Approved". One set will be returned to the applicant and required to be kept at the construction site at all times.

Completed Workers' Compensation Insurance Coverage Information Form. All contractors are required to provide a Workers' Compensation Insurance Certificate with the "City of Warren", 318 W. Third Avenue, Warren, PA 16365, stated as the certificate holder **or** claim an exemption on the Workers' Compensation Insurance Coverage Information Form (must be notarized if an exemption is claimed).

Note: You must also apply to the Pennsylvania Department of Labor and Industry for permits and inspections of elevators and large boilers.

BUILDING PLAN REVIEW REQUIREMENTS

Construction documents including plans and specifications to include:

- Building floor plan and exterior elevations.
- All appropriate wall, floor and foundation sections.
- Fully dimensioned drawings to determine areas and building height.
- Description of the exterior wall envelope indicating compliance with the UCC.
- Details relating to intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane and details around openings.
- Flashing details.
- Complete door and window schedule with glazing details.
- Construction type(s) of the proposed construction.
- Description of the uses and the proposed use group(s) for all portions of the building including the design approach for mixed use occupancies when applicable.
- A plan that shows egress calculations, occupancy loads and uses for each room and floor, travel distance, exit widths, etc.
- Adequate details and dimensions to evaluate the means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
- Complete interior finish schedule with flame spread ratings
- Location of required exit signage and means of egress lighting, including power supply.
- Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
- Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
- Fire barriers where applicable.
- Details of plastic, insulation, and safety glazing installation.
- List of all rated assemblies (include a diagram of assembly and design number)
- Sequence of operations for all special systems (smoke control, elevator recall) List of all fire-stopping methods at penetrations. (Include specific materials and installation system numbers)
- Certifications required in the IBC for construction in a flood hazard area.

Structural plans, specifications, and engineering details to include:

- Local design load criteria, including frost depth.
- Details of foundations and superstructure.
- Structural design calculations and complete information for all special structures such as skylights, roof, panels, awnings, etc.
- Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
- Provisions for required special inspections and structural observations as required in section 1704 and 1709 of the IBC.
- Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).

ELECTRICAL PLAN REVIEW REQUIRMENTS

Electrical plans to include:

- Power floor plans including electrical circuits indicating conduit and wiring sizes, equipment and disconnect switches.
- Lighting floor plan including electrical circuits indicating conduit and wiring sizes.
- Location of exit signage and means of egress including power supply.
- Panel board schedule including over current protection.
- Lighting fixture schedule.
- Symbol schedule and diagrams.
- Labeling criteria of all electrical equipment.
- Load calculations.
- Detailed materials and size requirements

Electrical specifications to include requirements for:

- Raceway and conduit with fittings.
- Wire and cable.
- Electrical boxes, fittings and installation.
- Electrical connections.
- Electrical wiring devices.
- Circuit and motor disconnects.
- Hangers and supporting devices.
- Electrical identification.
- Service entrance and details.
- Overcurrent protection.
- Switchboards.
- Grounding.
- Transformers.
- Panelboards.
- Motor control centers.
- Lighting fixtures.
- Fire protective signaling systems.
- Automatic fire detection systems.
- Emergency/standby systems.

ACCESSIBILTY PLAN REVIEW REQUIREMENTS

- Details showing all accessibility requirements in accordance with applicable chapters of the IBC and ICC/ANSI A117.1. Provide a plan that shows all accessible features of building, including routes both interior and site, entrances and means of egress, parking, areas of refuge, facilities and elevations, hardware, handrail ramps and other requirements for an accessible building.

PLUMBING PLAN REVIEW REQUIREMENTS

Plumbing plans to include:

- Piping plan showing layout, pitch of drainage lines, cleanouts, size of traps, and riser diagram.
- Water supply and distribution plan showing piping sizes, valves, water heater details and temperature-pressure relief valve with discharge pipe.
- Sanitary drainage and vent system riser diagram showing drainage fixture units (dfu), sizes and vent termination details through the roof.
- Potable water system riser diagram showing piping sizes and provisions for protection of potable water supply.
- Piping support and installation schedule.
- Storm drainage details including rain gutter or roof drain sizes and downspout/leader sizes.
- Health care plumbing and fixture details.
- Fixture and piping material specifications including identification of the applicable referenced standard.

Plumbing fixture information to include:

- The occupant load used to determine the number of required plumbing fixtures.
- Number and distribution based on the use group.
- Separate facilities for each sex.
- Accessible plumbing facilities and details.
- Anti-scald shower valves.

FIRE PROTECTION PLAN REVIEW REQUIREMENTS

Fire protection plans and specifications for sprinkler systems and/or related equipment include:

- Description and location of uses within the building.
- Design details in accordance with the appropriate reference standard (i.e. NFPA 13, 13D, 13R) as referenced by the International Building Code (IBC).
- Design calculations indicating the discharge requirements of the system with evaluation of the arrangement and source of the water supply.
- Results of a current flow test indicating the location and date of the test.
- Working drawings indicating all pipe sizes and the spacing between branch lines and sprinklers on the branch line.
- Material specifications and equipment specifications. All materials used should be verified that they are installed in accordance with their listing.
- Details and specifications for hood suppression systems over cooking appliances.

MECHANICAL PLAN REVIEW REQUIREMENTS

Mechanical plans and specifications of all heating, ventilation and air conditioning work to include:

- Boiler and water heater equipment and piping details including safety controls and distribution piping layout.
- Gas and fuel oil piping layout, material, sizes, and valves.
- Combustion air intake quantities and details.
- Commercial kitchen exhaust equipment details including hood and fan drawings, details of automatic fire suppression, and clearances.
- Chimney and chimney connector or vent and vent connector details and connector gages and clearances.
- Mechanical refrigeration equipment data and details.
- Solid fuel burning appliance details including incinerator and fireplace drawings and details.
- Energy conservation equipment data and details.
- Labeling criteria of all mechanical equipment.

Heating equipment data to include:

- Equipment capacity (b.t.u.).
- Controls.
- Appliance layouts showing location, access and clearances.
- Disconnect switches.
- Indoor and outdoor design temperatures.
- Manufacturer's installation instructions on the mechanical equipment and appliances

Ventilation data, ductwork and equipment to include:

- Ventilation schedule indicating the amount of outside air (in c.f.m.) supplied to each room or space.
- Layout showing outside air intakes.
- Construction of ducts, including support and sheet metal thickness.
- Duct lining and insulation materials with flame spread and smoke-developed ratings.
- Exhaust fan ductwork layout and termination to the outside.
- Size of louvers and grilles for attic ventilation.

ENERGY CODE PLAN REVIEW REQUIREMENTS

- All plan submissions must include energy calculations, specifications and details based on the International Energy Code and using the Com-Check software program as applicable. Submission must include all calculations and checklists The Program is free and downloadable from: http://www.energycodes.gov/comcheck/ez_download.stm.