

**POLICY GUIDELINES for COMMERCIAL PLAN SUBMITTAL REQUIREMENTS for ALTERATIONS, RENOVATIONS, SMALL ADDITIONS OR CHANGE OF OCCUPANCY TO EXISTING BUILDINGS**

**As required by Bureau Veritas North America, Inc.**

**Drawings must include all information on this form. Each item should be checked off and this form must be returned with drawings.**

- Permit Application.
- Local Municipal Approval
- Two copies of approved site plan.
- Two full sets of Building Plans. Plans must be in ink, drawn to scale
- Existing L&I Certificate of Occupancy (if unavailable, plans of the entire building must be submitted and a new Certificate will be issued by Bureau Veritas).
- Building Plans must include all applicable information contained below:

1. Drawings must contain a contact person (name, address and telephone number) and designate code used for design so that any questions raised in the plan review may be expeditiously addressed. Drawings must include all portions of the building affected by any change of use or alteration project. Provide code compliance path (ie: IBC Chapter 34 or existing building code). Designate level of work as per code.

2. An unlicensed person may submit plans for alterations if there is no compensation involved and there are no change of use, structural or egress exit changes. When stamped plans are required, each sheet of the submission plan must be sealed by a Pennsylvania Registered Architect or Engineer.

3. Plans must be submitted on paper not less than 15" by 24" in size and drawn to a scale of not less than 1/8" equals one foot. The following information (if applicable to project) must be shown on submitted plans:

- a. All floor plans including basement (both existing floor plan and revisions must be included). Provide overview layout and detail of all structural elements.
- b. Elevations of all sides of the building (existing buildings may substitute photographs of all sides).
- c. Typical wall-section to indicate type of construction. Designate type of construction and use group for all portions of building on plan.
- d. Designate all fire walls and separations.
- e. All stairways, stair towers, ramps, fire escapes, etc.
- f. Direction of swing for all doors and the type of fire door assemblies where required by regulation.
- g. Emergency lighting systems, fire alarm systems, or fire extinguishing apparatus shall be completely shown on plans or with the drawings submitted before approval of the building is obtained.
- h. Dimensions of all areas and rooms of building. Designate occupant load for each room and entire building. Indicate building means of egress, exit arrangement and sizes, corridors, doors, stairs, etc.
- i. For all projects that contain plumbing, electric, mechanical or fire system installation or alteration, a detail and scope of work for each discipline must be provided.
- j. Exit signs and means of egress lighting, including power supply.
- k. Handicapped accessibility provisions.
- l. Provide energy code compliance path (example: Comcheck)

(OVER)

**Fee Schedule:**

There is a minimum charge of \$50.00 for a change of occupancy permit that does not include any alterations. Change of occupancy permit fees will be calculated at a rate of \$50.00 per man-hour of time accrued. Alterations and renovations will be calculated in accordance with the Bureau Veritas alteration/renovation fee schedule.

**Note:** An accessibility variance, if needed or requested, must be submitted to the Department of Labor and Industry Industrial Board. Under UCC Law, no accessibility variance can be granted locally.

**CERTIFICATION/AFFIDAVIT FORM**

**Building Address** \_\_\_\_\_

**Building Owner Name** \_\_\_\_\_

**Owner Address** \_\_\_\_\_

**Intended Use of Building** \_\_\_\_\_

**Previous Use of Building** \_\_\_\_\_

**Type of Construction** \_\_\_\_\_ **No. of Stories** \_\_\_\_\_

The undersigned will observe the construction of the above work:

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Signature** \_\_\_\_\_

The undersigned hereby certifies that he/she has prepared the plans and specifications for the above work in accordance with the provisions of the Pennsylvania Uniform Construction Code and the Architects and Engineers Laws of the Commonwealth.

**Signature of Architect or Engineer** \_\_\_\_\_

**Address** \_\_\_\_\_ **Date** \_\_\_\_\_

The undersigned hereby certifies that he/she has obtained the building owners permission to prepare and oversee the construction of the above project.

**Signature** \_\_\_\_\_

**Address** \_\_\_\_\_ **Date** \_\_\_\_\_

**THIS COMPLETED FORM MUST BE TURNED IN WITH PLANS**