



COMMERCIAL BUILDING ALTERATIONS and RENOVATIONS PLAN REQUIREMENTS

The following information shall be the minimum required information on all plans submitted for building alterations.

1. Site Plan – show property lines, setbacks, utilities, right-of ways, easements and grades/contours
2. Permit Applications with Workman’s Compensation Affidavit and Liability Insurance.
3. Contractor’s Information – PA registration number, name, address and phone number.
4. Construction Documents – plans, specifications, details, profiles and special inspections.
5. Existing Floor Plan.
6. Demolition Plans with details and construction safeguards and signed and sealed Engineered Drawings for Shoring when removing Structural components.
7. Beams/Girders – calculations for Engineered Lumber, type, size, connections and spans.
8. Floor Joists – calculations for Engineered Lumber, type, size, blocking, loads and spans.
9. Floor Coverings – basement, garage and house.
10. Walls – material, coverings, type, size, height, headers, etc....
11. Attachment details for new structure to existing structure – footers, foundation, walls, roof over-framing and rafters.
12. Room Areas, Ceiling Height, Glazing, Smoke Alarms, Carbon Monoxide Detectors, Decay and Termite Protections, Moisture Vapors and Emergency Escapes and Rescue Openings.
13. Chimneys/Fireplaces – details (construction, clearances, termination, pipes, footings, foundation, height, etc...)
14. Exterior Wall Coverings – i.e. stucco and masonry (brick and stone) – weep screed, weep holes, expansion & control joints, reinforced corners and beads around windows and doors.
15. Insulation (floors, walls, roof and ceilings) – type, size, location, clearances and re-check(optional).
16. Plumbing – show layout, fixture clearances, water and drain riser diagrams and venting.
17. Fire Alarm and Sprinkler Layouts and Specifications for existing systems and new, if required by code - to be drawn by a NICET or greater design professional.
18. Electrical - show lights, switches, receptacles, panels, feeds, etc...
19. HVAC with Manual “J” – show insulation r-value of ducts, duct work, sizes of ducts, sizes of supply and return grills, material, connection to the system, connection to existing systems, etc....
20. Roofing/Ceiling - type, size, spans, loads, bracing, tie downs, attic access, and ventilation – provide signed and sealed Truss Drawings.
21. Roof Covering – type, slope, sheathing, ice barrier, flashing, and ventilation.

DEPARTMENT OF BUILDING & LIFE SAFETY