

## **UCC PLAN REVIEW CHECKLIST**

This checklist must accompany permit applications for new building/structures, additions and renovation projects (those which exceed the scope of Alterations-Level 1)				
ALL INFORMATION MUST BE FILLED IN, CHECKED, OR MARKED "NA"				
Project Name:				
Project Address:				
Owner/Agent:	Telephone:			
Design professional or other person we can contact about info on this form and other project details (if same as Owner/Agent, just	Telephone:			
provide fax number and e-mail address):	Fax:			
	E-mail:			

#### **General Requirements:**

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

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

All drawings must be neatly drawn with clean, crisp lettering. They must remain legible after reduction for microfilming.

Computer-generated vicinity maps obtained from web-based services (such as MapQuest) are acceptable, as long as the roadways or street names are legible and will remain that way after reduction for microfilming.

When photographs (including digital) are submitted to show building elevations, the images must be in focus and correctly exposed.

A Pennsylvania Department of Transportation (PennDOT) permit allowing access to a highway under its jurisdiction is not required at the time that application is made for a UCC building permit. If the highway occupancy permit issued by PennDOT requires a location of the building/structure differing from that approved under the UCC building permit, applicants must send the Department a letter requesting a determination whether a revision of approved plans will be required.

While we understand that many items on this checklist may not be included in some alteration or renovation projects, we request that all applicants work through the entire checklist to ensure that any necessary items are included. If any item is not necessary, please check "N/A" (not applicable). This will greatly facilitate review and approval of projects.

If any of the non-mandatory sections (any sections other than Site Plans and Architectural Plans) in this document do not apply to the proposed work, please check the "NA" box beside the section title (rather than fill in "NA" next to each item in that section).

# **SITE PLANS**:

Yes	⊠ N/A	a. Site plans shall be prepared to scale (not less than $1'' = 20'$ ) with legend, north arrow, and
		separate vicinity (site location) map.
☐ Yes	□ N/A	b. Show the correct street address, parcel number and required municipal zoning (if there is
		local zoning ordinance) on the site plans.
Yes	□ N/A	c. Show and identify all property lines and rights-of-way, with distance from property lines
		and adjacent buildings on site plans.
Yes	□ N/A	d. Show all accessible parking spaces and signage per ICC/ANSI A117.1 and the
		International Building Code on site plan.
Yes	□ N/A	e. Show accessible curb cuts, ramps, and access ways to the building.
Yes	□ N/A	f. Show all existing and proposed driveway entrances.
Yes	□ N/A	g. Identify adjacent land uses and zoning.
Yes	□ N/A	h. Show all easements, flood ways, and required buffers.
Yes	N/A	i. Show existing and proposed utilities (with backflow preventers) to serve the site.
Yes	□ N/A	j. Show existing and proposed finish grades.
X Yes	□ N/A	k. Show details, sections, and elevations needed for construction.
Yes	□ N/A	Show all buffer and screening landscaping.
Yes	□ N/A	m. Show all required parking and loading spaces and calculations.

#### ARCHITECTURAL PLANS:

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Yes	□ N/A	a. Show architectural floor plans of each floor. These pages must be at least 18" x 24" in size (but not more than 36" x 42"), drawn to a scale of not less than 1/8" = 1'. Indicate (or reproduce) the approved, tested hourly rating, number and location of all rated
		members and assemblies (walls, columns, beams, floor and ceiling, and ceiling and roof
		fire-rated design assemblies).
		b. Show all fire-rated walls (both existing and new) withtheir ratings, if not shown
		elsewhere.
		c. Drawings submitted without required fire-rated walls shown will be rejected.
Yes	□ N/A	d. Show the square footage of each floor on the corresponding floor plans.
Yes	□ N/A	e. Identify the names and uses of each room.
Yes	□ N/A	f. Furnish door schedule(s), including size, type, rating (if any) and hardware.
Yes	□ N/A	g. Provide all glazing schedules.
Yes	□ N/A	h. Show elevations with dimensions defining overall building height, floor-to-floor heights,
		or heights to ridge and eave as applicable to the type of building construction listed on
		the UCC application. (Note: Where an existing building is involved, photographs of all
		sides of the building may be submitted to show elevations. These will be acceptable only
		if they show all elements necessary to determine compliance with the UCC.)
Yes	□ N/A	i. Provide basement percentage-below-grade calculations.
Yes	N/A	j. Indicate roof slopes, drainage system and sized through wall scuppers, if applicable to the
		project.
Yes	□ N/A	k. Show fixed seating for assembly occupancy to allow determination of occupancy posting
		required by International Building Code.
Yes	□ N/A	1. Show wall sections with proposed material sizes, construction and fire-rated assemblies.
Yes	N/A	m. Show proposed plumbing fixtures and privacy screens on the plans.
Yes	□ N/A	n. If masonry construction is proposed, include the following information:
		☐ Type of brick ties and spacing of weep holes
		☐ Control joints
		☐ Placement of wall flashing and reinforcement
Yes	□ N/A	o. If appropriate for the proposed occupancy, plans should identify all hazardous material
	1 1 1 1 1 1	control areas, fire barriers, and the require fire-resistance ratings for these barriers. All
		identified control areas shall list the name, class, quantity, and method of storage of all
		hazardous materials processed, manufactured, or used in a manufacturing process and
		contained within its fire barriers. Provide a Material Safety Data Sheet for each listed
		hazardous material. See sections 414 and 415 of the <i>International Building Code</i> .
Yes	N/A	
	N/A	
Yes	IN/A	q. Show foundation water-proofing, if applicable.

☐ Yes	∐ N/A	r.	All penetrations of fire-rated construction must be per manufacturer's details. The details
			shall meet or exceed the rating of construction being penetrated. The penetration details
			shall be exactly as tested by an approved testing laboratory or agency and shall include
			their system numbers. New penetrations of existing fire-rated walls and assemblies shall
			be shown with appropriate designs.
Yes	□ N/A	s.	Show penthouse drawings.
Yes	N/A	t.	On the drawings provide the calculations for the means of egress widths for the entire
			floor occupancy load and the existing capacity of all exits, including all stairs, doors,
			corridors, and ramped exits.
Yes	□ N/A	u.	Show required ventilation louvers and vent sizes.
	, <u> </u>	1	
STRUCTU	JRAL PLAN	S:	$\square$ N/A
Yes	N/A	a.	Show foundation plans indicating the proposed slab elevations and type of foundation
			(i.e., mat foundation, caissons, spread footings, etc.).
Yes	□ N/A	b.	Provide preliminary soil analysis data done by a licensed engineer, if required.
Yes	N/A	c.	Indicate dimensions of foundations.
Yes	□ N/A	d.	Show type, size and location of piling and pile caps for pile foundation.
Yes	N/A	e.	Indicate grade beam sizes.
Yes	N/A	f.	Indicate a footing schedule defining footing sizes and the required reinforcing.
Yes	N/A		Show the established footing depth below grade and method of frost protection allowed
		g.	in section 1805.2.1 of the <i>International Building Code</i> .
Yes	N/A	h.	Indicate the thickness of the floor slab, size of reinforcing, slab elevations, and type and
	I IN/A	11.	details of foundations.
Yes	N/A	i.	
			Indicate location, size, and amount of reinforcing steel.
☐ Yes	□ N/A	j.	Show foundation corner reinforcing bars and minimum overlapping (as applicable to
□ <b>V</b>	D NI/A	1_	project structure).
☐ Yes	N/A	k.	Provide strength of concrete according to designed soil reports.
☐ Yes	□ N/A	1.	Show beams, joists, girders, rafters, and/or truss layouts, and details of connections,
	D NY/A		structural steel stud gage, gage size, and connections.
Yes	N/A		Indicate the sizes and species of all wood members and their respective design strength.
☐ Yes	□ N/A	n.	Show all columns, girders, joists, purlins, beams, and base plates; for wood construction
	D NY/A		show all headers.
Yes	N/A	0.	Provide a complete lintel schedule.
Yes	N/A	p.	Indicate the type of anchoring for steel bearing directly on masonry.
Yes	□ N/A	q.	Indicate design dead and live, wind, snow, seismic loads for floor areas, roofs, balconies,
			porches, breezeways, corridors, stairs, mezzanines, and platforms. Show concentrated
			loads, i.e., file rooms, machinery and forklift areas, if greater than those shown on the
			Code Summary Sheet. Identify shear walls, bracing, strapping fastening, reinforcement
			and any special anchoring required.
☐ Yes	□ N/A	r.	Where applicable, indicate on roof framing plan where concentrated loads (mechanical
			equipment, cranes, etc.) will be placed.
Yes Yes	□ N/A	s.	Indicate on foundation and framing plans the location and lateral load resisting system.
			(Show alls, braced frames, moment connections, etc.)
<b></b>			70
	OTECTION I	LAN	
☐ Yes	□ N/A	a.	Complete a sprinkler design data sheet and include it on the first plan of the sprinkler
			drawings.
Yes Yes	□ N/A	b.	Show floor plans for each floor with sprinkler piping layout, pipe sizes, pipe hanger
			details, piping materials, doors, walls, and room identities.
			Often, these shop drawings are not available at the time of the initial plan submission. If
			this is the case, write in "NA" but note the following:
			• These shop drawings must be submitted for Department review and approval at least
			two weeks before the projected installation date.

			• Failure to obtain approval of these drawings before installation could result not only in delay of the final inspection and issuance of an occupancy permit, but also in removal
L			and reconstruction of installations which fail to meet UCC requirements.
	Yes	□ N/A	c. Show ceiling plans with sprinkler head(s) layout, walls, soffits, openings, doors, dimensions and room identities.
	Yes Yes	□ N/A	d. Verify system design by providing hydraulic calculations along with the following:
			☐ Recent water flow test
			□ 10 percent safety margin
			☐ Type of backflow-preventer or reduced pressure zone showing equivalent foot loss
			☐ Fire pump summary
	Yes	N/A	e. Note the type of sprinkler system used (e.g., 13, 13D, or 13R).
	Yes	□ N/A	f. For residential occupancies such as apartments and condominiums, show sprinkler head
L			locations at breezeways, if applicable.
	Yes Yes	□ N/A	g. Indicate the certified testing laboratory agency (e.g., U.L.), their test number and hourly
			ratings of all new and/or affected rated members and assemblies (i.e., columns, beams,
			floor/ceiling and ceiling/roof fire-rated design assemblies). Show all new and/or affected
			fire-rated walls with their ratings, if not shown elsewhere.
	Yes	□ N/A	h. All penetrations of fire-rated construction must be per manufacturer's details. Details
			shall meet or exceed ratings of construction being penetrated. Penetration details shall be
			exactly as tested by a certified testing laboratory or agency and shall include their system
			numbers. All new penetrations of existing fire-rated walls and assemblies shall be shown
			with appropriate designs.
	Yes	□ N/A	i. Provide a fire alarm riser showing connection to a UL-approved central station. Show
			tamper switches on both OS and Y valves of backflow prevention device, unless shown
			elsewhere.
	Yes	□ N/A	j. Indicate commodity class (per section 2303 of the <i>International Building Code</i> ) and
			height of any storage.
	Yes	□ N/A	k. Provide Material Safety Data Sheets for any hazardous materials (also specified under
J			"Architectural Plans").
			Architectural Flails ).
	Yes	□ N/A	Where special temperature-rated or high-temperature sprinklers are required, show
-	Yes	□ N/A	, ,
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Hy bu	Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes	CALCULATI Ily calculated and additions to N/A  N/A  N/A  N/A  N/A  N/A  N/A	<ol> <li>Where special temperature-rated or high-temperature sprinklers are required, show sprinkler type(s) per area, office size, cut sheets with K-factor, water requirements, spray pattern, coverage, and other pertinent data.</li> <li>IONS (FIRE PROTECTION): ☐ N/A and pipe schedule fire systems should be designed with a 10 percent safety margin for all new of existing buildings. Calculations for hydraulic systems should include:</li> <li>a. Flow and pressure at each flowing sprinkler head.</li> <li>b. Flow diagram for a grid system.</li> <li>N/A</li> <li>a. Show a site utilities plan, if not provided with the civil drawings. ☐ Show the domestic water, fire, and irrigation services. ☐ Show the location of water meters, backflow protection type and location. ☐ Show the sanitary sewer service from building to public sewer or approved private sewage disposal system.</li> <li>b. Show interceptors as applicable to project and size by flow rate. (i.e., grease, oil, lint, acid, sand).</li> <li>c. Provide plumbing plan layouts for each floor. These should show the water distribution and drain-waste-vent piping, and all details, notes, legends, and schedule necessary to define the system being installed.</li> <li>d. Show the location of all major components required for a complete system.</li> </ol>
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Hy bu	Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes	CALCULATI Illy calculated additions to the content of the content	Where special temperature-rated or high-temperature sprinklers are required, show sprinkler type(s) per area, office size, cut sheets with K-factor, water requirements, spray pattern, coverage, and other pertinent data.  **RONS (FIRE PROTECTION): □ N/A**  and pipe schedule fire systems should be designed with a 10 percent safety margin for all new of existing buildings. Calculations for hydraulic systems should include:  a. Flow and pressure at each flowing sprinkler head.  b. Flow diagram for a grid system.  N/A  a. Show a site utilities plan, if not provided with the civil drawings.  □ Show the domestic water, fire, and irrigation services.  □ Show the location of water meters, backflow protection type and location.  □ Show the sanitary sewer service from building to public sewer or approved private sewage disposal system.  b. Show interceptors as applicable to project and size by flow rate. (i.e., grease, oil, lint, acid, sand).  c. Provide plumbing plan layouts for each floor. These should show the water distribution and drain-waste-vent piping, and all details, notes, legends, and schedule necessary to define the system being installed.  d. Show the location of all major components required for a complete system.  e. Provide fixture and equipment schedule showing fixture number, detailed description, hot water, cold water, waste and vent connection sizes and other pertinent data.
Hy bu	Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes	CALCULATI Ily calculated and additions to N/A  N/A  N/A  N/A  N/A  N/A  N/A	Where special temperature-rated or high-temperature sprinklers are required, show sprinkler type(s) per area, office size, cut sheets with K-factor, water requirements, spray pattern, coverage, and other pertinent data.  **RONS (FIRE PROTECTION): □ N/A and pipe schedule fire systems should be designed with a 10 percent safety margin for all new of existing buildings. Calculations for hydraulic systems should include:    a. Flow and pressure at each flowing sprinkler head.     b. Flow diagram for a grid system.     N/A     a. Show a site utilities plan, if not provided with the civil drawings.     □ Show the domestic water, fire, and irrigation services.     □ Show the location of water meters, backflow protection type and location.     □ Show the sanitary sewer service from building to public sewer or approved private sewage disposal system.     b. Show interceptors as applicable to project and size by flow rate. (i.e., grease, oil, lint, acid, sand).     c. Provide plumbing plan layouts for each floor. These should show the water distribution and drain-waste-vent piping, and all details, notes, legends, and schedule necessary to define the system being installed.     d. Show the location of all major components required for a complete system.     e. Provide fixture and equipment schedule showing fixture number, detailed description, hot

	Yes			N/A	g.	Supply and Waste/Vent piping shall be shown on the floor plans. All pipe sizes shall be
Ī	_	-				clearly shown. In congested areas (e.g., restaurants, grocery stores, etc.), isometrics are
						required.
	Yes			N/A	h.	On buildings two stories and above, provide isometric diagrams and/or schematic riser
						diagrams for Supply and Waste/Vent piping and identify the risers by number (e.g., R1,
						R2, etc.). Show where all riser base terminations connect to the building drain, along with
						all interconnected piping on each floor plan. All pipe sizes shall be clearly defined.
	Yes			N/A	i.	Show the water, sanitary drain-waste-vent piping and storm leaders/drains. Indicate sizes
						and materials for above/below grade.
	Yes			N/A	j.	Show slope of horizontal sanitary and storm drains that equal or exceed 3" diameter, if
						less than 1/8" per foot.
	Yes	[		N/A	k.	Indicate roof drains and emergency roof drains/scuppers with the areas they impact.
						Note that "emergency" = "secondary" = "overflow," see following roof drainage
						examples:
						Roof Drain – 6" RD (16880 SF)
						Emergency Roof Drain – 6" ERD (8180 SF)
						Parapet Wall Scupper – 8" x 5" WS (4000 SF)
	_	<u> </u>				Emergency Scupper – 8" x 7" ES (4200 SF)
	Yes		_	N/A	1.	Show toilet room layouts with minimum of $\frac{1}{4}$ " = 1 foot scale.
	Yes			N/A	m.	Show drinking fountain locations.
	Yes	[		N/A	n.	All penetrations of fire-rated construction must be per manufacturer's details. The details
						shall meet or exceed rating of construction being penetrated. The penetration details
						shall be exactly as tested by an approved testing laboratory or agency and shall include
_	_	Ļ,	_			their number systems.
L	<u>Yes</u>	<u> </u>		N/A	0.	Room names and numbers for each floor should be on a floor plan for each level.
Ĺ	Yes	Ļ	_	N/A	p.	Provide minimum facilities calculations.
	_ Yes	١L		N/A	q.	Column line notations, if provided on the architectural/structural plans, shall be indicated
						on the plumbing plans.
Œ	CHAN	II(	CA	L PLAN	S: [	N/A
Γ	Yes		$\neg$	N/A	a.	Show all required wall louvers, penetrations, and fans.
Ť	Yes	Τ̈́	=	N/A	b.	Indicate roof-mounted equipment locations.
Ī	Yes	Τi	╡	N/A	С	Show all mechanical equipment piping ductwork (above/below slab) on the mechanical

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Yes Yes	N/A	a. Show all required wall louvers, penetrations, and fans.
Yes	N/A	b. Indicate roof-mounted equipment locations.
Yes	□ N/A	c. Show all mechanical equipment, piping, ductwork (above/below slab) on the mechanical
		floor and/or roof plan.
Yes	□ N/A	d. Provide mechanical plans for each floor and the roof. These shall show the ductwork
		layouts, schedules, notes, legends, piping schematics, and details necessary to define the
		system being installed.
Yes	□ N/A	e. Indicate air distribution devices and show cfm for all supply, return, and exhaust devices.
Yes	□ N/A	f. Indicate the location of all equipment components required for a complete system.
Yes	□ N/A	g. Show the smoke ventilation of atriums and pressurization of high-rise stairwells.
Yes	□ N/A	h. Show condensation drains, primary and secondary, from the unit to the point of
		discharge.
Yes	□ N/A	i. Indicate toilet exhaust requirements
Yes Yes	□ N/A	j. Show mechanical room layouts at sufficient scale for dimensions and details to be
		ascertained.
Yes	□ N/A	k. Show the size of duct runs.
Yes	□ N/A	1. Indicate controls for fan shutdown: emergency manual and automatic smoke detection.
Yes Yes	□ N/A	m. Show the location of all UL 555-certified fire dampers, ceiling radiation dampers, smoke
		dampers, and fire doors.
Yes Yes	□ N/A	n. Show all fire-rated walls (both existing and new) with their ratings on the mechanical
		plans.
Yes	□ N/A	o. All penetrations of fire-rated construction must be per manufacturer's details.
Yes	N/A	p. Room names and numbers for each floor should be on a floor plan for each level.
Yes	□ N/A	q. Provide outside air ventilation rate per the <i>International Mechanical Code</i> .

Yes	□ N/A	r.	Column line notations, if provided on the architectural/structural plans, shall be identified on the mechanical plans.
Yes	□ N/A	s.	Provide gas piping layout on the floor plan for each floor. If it is a multi-story building, all gas piping shall be shown per floor. Include pipe sizes, water column, and type of
			material. Provide a schedule of connected equipment, total BTUH demand, total
			equivalent length, and most remote gas appliance.
	CAL PLANS		N/A
Yes	□ N/A	a.	Provide panel schedules with circuit and feeder loading, overcurrent protection, and NEC load summaries for all new and/or affected panels and services (loading has to be evaluated by highest phase); include fault current data, short circuit ratings, and fault current protection co-ordination.
Yes	□ N/A	b.	Provide a single line riser diagram showing all new and/or affected services, feeders, wire sizes, and insulation types, and conduit sizes and types.
Yes	□ N/A	c.	Indicate number of services and their physical locations; clearly indicate mains and characteristics.
Yes	□ N/A	d.	Indicate the grounding electrode conductor size with new and/or affected services and transformers; where necessary provide details or notes on methods.
Yes	N/A	e.	Show physical locations of all new and/or affected panels and switchgear (indicate front).
Yes	□ N/A	f.	Indicate receptacle plans with circuitry.
Yes	□ N/A	g.	Indicate lighting plans with circuitry.
Yes	□ N/A	h.	Show electrical plans for each affected floor, including the roof.
Yes	□ N/A	i.	Show wiring method(s), conduit sizes and types, termination temperature (60, 75, 90) requirements, conductor sizes, and insulation types.
Yes	□ N/A	j.	Indicate the design and/or operation for any of the following applicable life safety
	17/11	J.	systems: emergency generators, smoke evacuation, shaft pressurization and relief, smoke detection, egress and emergency lighting, and fire alarms.
Yes	□ N/A	k.	Indicate how special needs such as classified (hazardous), corrosive and patient care are
			treated. Provide detailed plan of classified areas, the classifications and how complied
			with (i.e., hangers, waste treatment and collection, flammable dusts, gases or liquids,
			spray booths, vehicle servicing and parking, etc.).
Yes Yes	N/A	1.	Provide all HVAC nameplate data, including MCA and MOCP. List all other appliance
			and/or equipment (other than those which will be connected to a general use receptacle)
	D NY/A		with nameplate data (i.e., voltage, phasing, HP, KVA, FLA, RLA, etc.).
Yes	□ N/A		Indicate all motor horse power ratings, if not supplied elsewhere.
Yes	□ N/A	n.	Indicate the certified testing laboratory or agency (e.g., UL), their test number and hourly ratings of all new and/or affected rated members and assemblies (i.e., columns, beams,
			floor/ceiling, and ceiling/roof fire-rated design assemblies). Show all new and/or
			affected fire-rated walls with their ratings, if not shown elsewhere.
Yes	N/A	0.	All penetrations of fire-rated construction must be per manufacturer's details. The details
			shall meet or exceed ratings of construction being penetrated. Penetration details shall be
			exactly a tested by an approved testing laboratory or agency and shall include their
			system numbers. New penetrations of existing fire-rated walls and assemblies shall be
			shown with appropriate designs.
Yes	□ N/A	p.	Provide all applicable <i>International Energy Conservation Code</i> compliance data on the Building Code Summary sheet or on the electrical plans.
Yes	□ N/A	q.	All submittals should include a listing and labeling statement. (All electrical materials,
			devices, appliances, and equipment shall be labeled and listed by a certified testing
			laboratory or agency.)