

## THE MUNICIPALITY OF BETHEL PARK

### PERMIT PROCEDURE FOR COMMERCIAL CONSTRUCTION PROJECTS

#### PLAN SUBMITTAL

- Zoning, Development Permits, Grading, Storm Water Management, Sewage Flow (EDU allocation), and any PA Highway Occupancy (as approved by PennDOT) must be approved by the Zoning and Engineering Departments prior to Building Permit approval as applicable.
- A Commercial Building Permit Application prepared in its entirety and must be stamped by a PA Registered Design Professional
- Three sets of detailed construction documents in the form of plans and specifications prepared and stamped by a PA Registered Design Professional **including** \*plumbing, \*electrical, and \*fire protection drawings.

\*Applicant must also submit the stamped plumbing plans to Allegheny County Plumbing Department (412-922-6270) for approval – The approval may be deferred with your submittal-Municipality must receive the “county approval” within 30 days

\*Applicant must also submit the stamped Electric Plans to an approved third party electrical agency for approval (L & I) – the approval may be deferred with your submittal-Municipality must receive the approved plans within 30 days

\*Fire Protection/Sprinkler System Plans must be stamped by approved design professional – this submission may be deferred with the application, however, Municipality must receive prior to installation

- A “Statement of Special Inspections” and an acknowledgement of the “Certificate of Compliance” (when applicable), prepared and stamped by a PA Registered Design Professional. (Required for certain construction methods and materials)
- Allegheny County Health Department (412-687-2243) approval is first required for “Health Care Facilities”.
- Elevator Plans must be submitted to the PA Department of Labor and Industry (L & I) for approval

#### PLAN REVIEW – REFER TO PLAN REVIEW SUBMITTAL GUIDE ATTACHED

The Construction documents will be reviewed in order to verify compliance with the following codes:

- Pennsylvania Uniform Construction Code (PA UCC)
- International Building Code as adopted by the PA UCC
- Accessibility provisions as adopted by the PA UCC
- International Fire Code (only as referenced in the IBC)
- International Mechanical Code as adopted by the PA UCC
- International Fuel Gas Code as adopted by the PA UCC
- International Energy Conservation Code as adopted by the PA UCC
- Bethel Park Municipal Ordinance 7-12-93A

## APPROVALS

A Building Permit may be issued once the following are approved, received, and/or verified (when applicable):

- Bethel Park Planning and Zoning Department approval
- The Construction Documents/Building Plans that have been “approved” by the Building Code Official
- Bethel Park Engineering Department approval (i.e. Grading, Storm Water Management, Flood Hazard Area, EDU allocation, H.O.P.)
- Electric Plans approved by an “approved” Third Party (see L & I)
- Plumbing approved by Allegheny County Plumbing Department
- “Approved” Elevator Permit through Labor and Industry (L & I)
- Pennsylvania Department of Transportation Highway Occupancy Permit
- Bethel Park Sewer Tap Permit
- Allegheny County Conservation District Approval
- Allegheny County Public Works Approval for road or storm sewer/utility access
- Restoration Bonds and Fees
- A Certificate of Workman’s Compensation Insurance from the general contractor’s insurance company showing Bethel Park Municipality as “Certificate Holder”

## INSPECTIONS

**It is the permit holder’s responsibility to schedule inspections and obtain a “Certificate of Occupancy” per the “PA UCC Inspection Procedure”**

**Please have the “approved plans” on site for reference during inspections. Provide any proposed changes to the Building Inspection Department for review/approval prior to construction**

**Please provide 24 hour notice for inspections and have the permit # available. All inspections (except electrical and plumbing) may be scheduled by contacting the Building Inspections Secretary at 412-831-6800, ext. 130**

### **Note:**

**Special Inspections** must be coordinated through the “approved” Special Inspection Agency and Design Professionals

**Electric Inspections** must be coordinated through an approved third party electrical inspection agency

**Plumbing Inspections** must be coordinated through the Allegheny County Plumbing Department (412-922-6270)

**Elevator Inspections** must be coordinated through the PA Labor and Industry Department

- Footer, prior to concrete
- Foundation, prior to framing
- Under-slab inspection, prior to pouring of concrete
- Framing/Structural, after rough plumbing and electrical have been approved
- Mechanical, once all ducting and other components are sealed and complete
- Fire Protection systems
- Insulation
- Fire Walls / Fire Partitions / Smoke Barriers, etc.
- Fire Protection and Alarm Testing

- **FINAL BUILDING INSPECTION:** To be performed after all items pertaining to the building permit issued have been completed. These items include, but not limited to:
  - A. General Building
    - Interior and Exterior Finish
    - Egress
    - Final Grading
    - Site Plan Compliance
    - Roofing Materials/Flashing
  - B. Electric Work
  - C. Plumbing Work
  - D. Accessibility (including site)
  - E. Fire Protection Systems including:
    - Hood extinguishing (Ansul) and ventilation (duct) system inspections
  - F. Mechanical Work
  - G. Energy Conservation

## **PLAN REVIEW GUIDE**

### **BUILDING PLAN REVIEW CHECK LIST**

Submission to include Complete Building Plans and Specifications showing Use of All Areas, Equipment Layout, Aisles, and Building Components

- \_\_\_ Plans must be signed and sealed in accordance with the requirements of PA UCC
- \_\_\_ Submission to include three complete sets of signed and sealed complete set of plans and specifications
- \_\_\_ Show Occupant load, including exiting plan, for all areas
- \_\_\_ Submission to include a complete door schedule with catalog cuts for all doors, hardware and locksets
- \_\_\_ Show all appropriate wall, floor, foundation sections & details
- \_\_\_ Indicate all rated assemblies, design numbers, and diagram assemblies
- \_\_\_ Submission to include window & glazing schedule, flame spread ratings, and interior finish schedule
- \_\_\_ List all building design loads
- \_\_\_ Submission to include shop drawings for steel supported systems (submitted prior to start of work)
- \_\_\_ Show shop drawings for all fire protection systems (submitted prior to start of work)
- \_\_\_ Submission to include steel structural calculations
- \_\_\_ Submission to include details for all special occupancy requirements (covered malls, atriums, high rise, hazardous materials, floor openings, etc.
- \_\_\_ Submission to include details for all special structures (awnings, skylights, roof panels, etc)
- \_\_\_ Show sequence of operation for all special systems (smoke control, elevator recall, etc)
- \_\_\_ Submission to include details showing all state and location accessibility requirements and catalog cuts for fixtures

\_\_\_ Construction documents to be signed, sealed, and dated per PA state requirements

#### **SOIL REPORT**

\_\_\_ Indicate requirements for footings and support loads

\_\_\_ Submission to include footings and foundation requirements and recommendations

\_\_\_ Submission to include engineer's requirements for appropriate footings and walls to support loads

#### **SITE PLAN**

\_\_\_ Indicate setbacks, elevations, drainage, parking, lot grading, outside lighting, and sanitary sewer

\_\_\_ Indicate locations of fire hydrants and bench mark information

#### **EXISTING BUILDING PLAN REVIEW**

Submission to include Complete Plans and Specifications showing Use of All Areas, Equipment Layout, Aisles, and Building Components

\_\_\_ Plans must be signed and sealed in accordance with the requirements of PA UCC

\_\_\_ Submission to include three complete sets of signed and sealed complete set of plans and specifications

\_\_\_ Submission to include a floor plan for existing building showing use, occupant load, and existing system including square footage of all areas

\_\_\_ Show the construction type and use group for the existing building or adjacent tenants

\_\_\_ Show the type of fire protection systems in the existing building

\_\_\_ Show the type and location of the plumbing fixtures in the existing building

\_\_\_ Show size, demand, and distance to existing gas system, including size of pipe and system pressure

\_\_\_ Show the loads of existing building and include calculations listing existing loads and new loads

\_\_\_ Submission to include a site plan showing the location of the existing and new building

\_\_\_ Submission to include calculations/details indicating changes or additions to existing fire protections systems

\_\_\_ Show changes to the existing mechanical systems

\_\_\_ Show the changes made to the existing building for upgrading the access to confirm to the new requirements

#### **MECHANICAL PLAN REVIEW**

Submission to include Complete Mechanical Plans Indicating Location and Type of All Mechanical Equipment and Appliances

\_\_\_ Submission to include catalog cuts with installation instructions, listing BTU input and approved locations for all mechanical equipment

- \_\_\_ Submission to include duct design criteria including size, type, and gauge of the duct work, and type and location of all supports and additional details for all hazardous exhaust systems
- \_\_\_ Show the location of the duct smoke detectors in any system over 2,000 cfm including supervision
- \_\_\_ Submission to include a complete ventilation schedule showing the mechanical code occupant load and the supply, return, and outside air for each room or area
- \_\_\_ Submission to include a gas piping plan including location of meter, system pressure, type and size of pipe, and BTU demand for section of pipe or appliance.
- \_\_\_ Show size and location of the combustion air intakes (one high/one low required)
- \_\_\_ Show a 110 V GFCI outlet within 25 feet of all rooftop equipment
- \_\_\_ Show piping details including schematics for boilers, hydronic heat, and refrigeration
- \_\_\_ Show catalog cuts for factory-built fireplaces and details for masonry fireplaces
- \_\_\_ Show details for any kitchen hood and exhaust systems including size and gauge of hood and duct, size and type of exhaust fans, shop drawings for suppression system, cleaning schedules, automatic power shutoff, and portable extinguisher
- \_\_\_ List the type, location, and rating for the fire and/or smoke dampers and access panels

## **ACCESSIBILITY REQUIREMENTS**

### **REQUIRED ELEMENTS FOR ACCESSIBILITY**

- |                         |                     |                    |                        |
|-------------------------|---------------------|--------------------|------------------------|
| ___ Accessible Routes   | ___ Windows         | ___ Seating        | ___ Area of Refuge     |
| ___ Stairs              | ___ Storage         | ___ Platform Lifts | ___ Doors              |
| ___ Detectable Warnings | ___ Restrooms/Baths | ___ Controls       | ___ Signage            |
| ___ Parking             | ___ Entrances       | ___ Work Surfaces  | ___ Ramps              |
| ___ Alarms              | ___ Lifts           | ___ Telephones     | ___ Drinking Fountains |
| ___ Means of Egress     | ___ Curb Ramps      | ___ Elevators      |                        |

### **SPECIFIC FACILITY TYPE REQUIREMENTS**

- \_\_\_ Show cuts of all plumbing fixtures
- \_\_\_ Show dwelling use requirements
- \_\_\_ Include details for bathtubs and shower stalls in buildings other than dwelling units

### **EXTERIOR REQUIREMENTS**

- \_\_\_ Show accessibility routes
- \_\_\_ Show total parking spaces for physically challenged, number, sizes, and location of spaces
- \_\_\_ Show sidewalk size from the parking to the building
- \_\_\_ Show size and slope of ramps and curb cuts

\_\_\_ Include in the submission drawing of above-ground handicapped signs

\_\_\_ Show detectable warnings in hazardous locations

### **INTERIOR REQUIREMENTS**

\_\_\_ Show egress doors into occupiable spaces to have approved handles

\_\_\_ Include catalog cuts for accessible door hardware (handles, closers, thresholds)

\_\_\_ Indicate adequate maneuvering clearances at doors to gain access to rooms

\_\_\_ Show locations of hall call buttons, floor destinations, tactile characters (elevator lobbies)

\_\_\_ Show required handrails on both sides of stairs and ramps

\_\_\_ Indicate detectable warnings in hazardous locations

\_\_\_ Show size of floor access to public area telephones, heights of operable parts, and hearing impaired equipment

\_\_\_ Show protection for objects protruding into walks, corridors, halls, passageways, or aisles above the finished floor of walking surface

\_\_\_ Show special occupancy requirements

\_\_\_ Show clear floor and knee space for accessible drinking fountains and lavatories

\_\_\_ Show location of water closets relative to walls and other fixtures

\_\_\_ Show the height to the top of the water closet seat for the accessible fixtures

\_\_\_ Show the height above the finished surface, bar sizes, length of bars, and distances from walls for required grab bars at the water closet. Show height and location of required toilet paper dispensers.

\_\_\_ Show areas of refuge for physically challenged

### **ENERGY PLAN REVIEW**

#### **Submission to include:**

\_\_\_ ComCheck or ResCheck: Lighting, Mechanical, Envelope, Check Test. Exterior Lighting information, Appliance information.

\_\_\_ Water heater piping diagram showing recirculation or heat traps

\_\_\_ Exterior Lighting – time clock operated or exterior photo cell

\_\_\_ Provide Details shall include R-values, fenestration U-factors and SHGCs, equipment types, sizes and controls, duct sealing, insulation, and air sealing

\_\_\_ Show Thermostat for each HVAC unit

### **PLUMBING PLAN REVIEW**

#### **Submission to include complete Plumbing Plans and Specifications including Occupant Load and Number of Fixtures**

\_\_\_ Include a riser diagram for all water piping including type of pipe, sizes, and type of fittings

- \_\_\_ Include a riser diagram for the drain, waste, and vent system including type of pipe, sizes, and type of fittings
- \_\_\_ Show the separation between the water service and sewer
- \_\_\_ Show drinking fountains or bottled water
- \_\_\_ For copper tubing, show the fittings, type of pipe, and lead-free solder
- \_\_\_ Show the type of backflow protection provided (RPZ required floor drains)
- \_\_\_ Provide catalog cuts for all fixtures, faucets, and plumbing equipment
- \_\_\_ Show indirect drainage and storm water pipe locations
- \_\_\_ Show the type and location of all special valves, appliances, and devices
- \_\_\_ Indicate thermal expansion tank, temperature relief, and vacuum reliefs as necessary for water heaters
- \_\_\_ Indicate type of roof drainage, area of discharge, type and size of pipe, location of cleanouts, and location of secondary (emergency) system. Primary and secondary systems shall be separate systems.
- \_\_\_ Show the location(s) of all drainage pipe cleanouts
- \_\_\_ Show details for accessible access to the plumbing fixtures: size of water closets enclosure, height of water closet, grab bars, lavatory, tissue holder, mirror, and length of grab bars

#### **SPRINKLER PLAN REVIEW**

##### **Submission to include complete Sprinkler Plans showing all Sprinkler Locations**

- \_\_\_ Show water flow test, pressure, location, time, date, witness, and seasonal adjustment
- \_\_\_ Indicate the type of pipes, joints, fittings, dimensions, and lengths
- \_\_\_ Indicate sprinkler protection for all areas and square footage for each sprinkler
- \_\_\_ Show the number, type, and temperature ratings for all sprinklers
- \_\_\_ Submission to include catalog cuts for all sprinklers, pipe fittings, and equipment
- \_\_\_ Show the building occupancy and submit details for process and storage equipment
- \_\_\_ Submission to include section and plan views of racks or shelving and storage heights
- \_\_\_ Submission to include description of special systems; show valves and trim
- \_\_\_ Indicate locations of gauges, test valves, main and auxiliary drains
- \_\_\_ Indicate arrangement, drainage, piping, threads, and height for the fire department connection
- \_\_\_ Show flushing and documentation for the underground or lead-in connection
- \_\_\_ Show that a 200 psi hydrostatic test will be witnessed by the local official
- \_\_\_ Perform a main drain test to obtain the static and residual pressures
- \_\_\_ Indicate hose rack layouts (storage areas in compliance with NFPA 231 or 231C)
- \_\_\_ Show the location of and show all details for hangers

\_\_\_ Indicate supervision of valves and flow switches

\_\_\_ For hydraulically calculated systems, submission to include complete calculations, sprinkler system summary sheet, and flow diagrams

\_\_\_ Indicate all reference points or nodes

\_\_\_ Show the calculations used to obtain all special design densities

#### **FIRE ALARM REVIEW**

##### **Submission to include a Floor Plan showing the Location of All Equipment and Devices**

\_\_\_ Submission to include catalog cuts for all equipment

\_\_\_ Submission to include a zone chart or device address list

\_\_\_ Submission to include battery calculations that include all power-consuming devices

\_\_\_ Show name of monitoring agency and listing of the agency

\_\_\_ Submission to include voltage drop calculations for the initiating and alarm device circuits

\_\_\_ Submission to include sequence of operations and special applications

\_\_\_ Show type of wire and protection of wire when exposed to physical damage

\_\_\_ Show a system test which indicates a test for each device

#### **SPECIAL EXTINGUISHING SYSTEM REVIEW**

##### **Submission to include a Floor Plan showing the Location of All Equipment and Devices**

\_\_\_ Submission to include catalog cuts for all equipment

\_\_\_ Submission to include a zone chart or device address list

\_\_\_ Submission to include battery calculations that include all power-consuming devices

\_\_\_ Show name of monitoring agency and listing of the agency

\_\_\_ Submission to include voltage drop calculations for the initiating and alarm device circuits

\_\_\_ Submission to include sequence of operations and special applications

\_\_\_ Show type of wire and protection of wire when exposed to physical damage

\_\_\_ Show a system test that indicates a test for each device