



Professional Code Services, Inc.  
 4035 Gibsonia Road  
 Gibsonia, Pa. 15044  
 www.pcs-codes.com

Submit by Email

Print Form

Non-Residential  
 Construction Document Review  
 Phone: 724-449-2633  
 Fax: 724-449-2673

**Section I General Information** Model Code:  (PA- IBC)

Location of Structure: <input type="text"/>	Municipality: <input type="text"/>
* Applicant Name: <input type="text"/>	Architect: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
Phone Number: <input type="text"/>	Phone Number: <input type="text"/>
Fax Number: <input type="text"/>	Fax Number: <input type="text"/>
E-Mail Address: <input type="text"/>	E-Mail Address: <input type="text"/>

\* Applicant will be billed unless otherwise noted

**Section II Structure Information**

Use Group Classification:  If mixed Use, describe each use by floor or by square footage of space:

Proposed Work:

Construction Type:  Height:  Stories:

Total square footage (building footprint):

Occupant Load per floor:

Occupant Load per Assembly Room (s):

**Section III Hazardous Materials**

Are any hazardous materials stored or used in a production process within this structure:  Yes  No

If you answered No, skip to Section IV.

If you answered Yes, list chemical makeup and the amount :

\* Material Safety Data Sheets (MSDS) shall be submitted with the construction documents. The amount of each material and the location of the room or space in which the material is to be used or stored must be clearly indicated.

**Section IV Fire Protection**

- Yes    No   Is this structure protected throughout with an automatic sprinkler system? If yes, signed and sealed sprinkler drawings (1) set shall be submitted with the application.
- Yes    No   Is this structure protected throughout with a Fire Alarm system? If yes, signed and sealed Alarm drawings (1) set shall be submitted with the application

The information contained in this application is true and accurate to the extent of my knowledge. The attached document review instructions have been read and are understood.

Signed By \_\_\_\_\_

Print Name:

Date:

# Commercial Construction Document Review Initial Submittal Instructions

- Two (2)** complete sets of construction documents shall be submitted with the application. The drawings shall include: Reference Code, Use Group, Construction Type & Architect in Charge.
- Two (2)** Specification Manuals shall be submitted with the application.
- Two (2)** Energy compliance worksheets or signed **ComChecks** for building envelope, lighting and mechanical Installations.
- Two (2)** Site Plan shall be submitted with the construction drawings.
- Three (3)** Copies of a Soils Report sealed by a PA registered design professional shall be submitted (New Work Only)
- Three (3)** Structural Calculations shall be submitted with the application.
- All construction documents shall be signed and sealed by a PA registered design professional.
- Two (2)** Sets of signed and sealed Sprinkler drawings (if applicable) in accordance with NFPA 13 shall be submitted. (NICET Certification accepted)
- Two (2)** Sets of signed and sealed Fire Alarm drawings (if applicable) in accordance with NFPA 72 shall be submitted.
- The application has been completed and signed.
- The Instructions page (this sheet) has been read and signed.

## General Instructions

A code review in accordance with the adopted model Building Code will be performed by a Certified Plans Examiner upon receipt of completed application and the required construction drawings noted above. Reviews are conducted in the order they are received. A detailed list of comments ( if applicable ) will be forwarded to the applicant. The submitted construction drawings will be retained by **PCS** Three (3) sets of revised construction documents ( if required ) as well as a corresponding response to the comments shall be submitted for a re-review. The construction drawings will only be stamped " Approved " when all code violations are corrected.

Note: The review fee includes an initial review and (1) re-review of the revised drawings. A fee in the amount of 50% of the original fee will be charged if a Third review is required. The " Approved " construction documents will not be released for permitting until all invoices are paid in full.

Signed By \_\_\_\_\_

Print Name:

Date: