



## CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

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### Requirements for Commercial Plan Review

- 1) TWO (2) sets of submittal documents are required for review. The UCC requires the return of one set of submittal documents to the applicant. Only one copy of statement of special inspections, geotechnical report, other data, specifications and calculations are required.
- 2) The energy conservation calculations per IECC Chapter 5, Com-Check, or ASHRAE 90.1 are required with every submission.
- 3) The review fee allows for three (3) complete reviews and reports. Should an additional review be required after the third, it is 50% of the original fee.
- 4) On large projects, one of those reviews (without a report) can be a meeting in the municipal offices with the Design Professionals.
- 5) As provided by the UCC regulations, the report will be sent to the municipality within thirty (30) working days of receipt of the documents. Timing of signed and approved plans after non-approval is of the essence of the design professional. **CEA does not control the timing of failed or additional information received.**
- 6) Professional Seals are required on all documents. The UCC regulations section 403.42[c] reads: "A licensed Pennsylvania architect or licensed professional engineer shall prepare the construction documents..."
- 7) ALL Truss designs must be stamped by a registered PA Architect or Engineer.
- 8) Approved Site Plan and / or Survey of the property showing the affected areas.
- 9) All information necessary for permitting such as: Accessibility 2012 ANSI117.1, IPC International Plumbing Code, IMC International Mechanical Code, IBC or IEBC for the Building Code, NEC for National Electric Code, IFC International Fire Code (if applicable), Energy Code & Calculations.
- 10) Workman's Compensation or approved affidavit of Workman's Compensation.

**No Plan Review shall be stamped and signed by CEA until such time as ALL requested information by the Plans Examiner is completed in full.**

**ANY such forgery or misrepresentations shall be reported to the proper authorities for review of prosecution.**