



# Plan Requirements: Administrative permit applications

## Overview

The Department of Licenses and Inspections (L&I) reviews plans submitted with permit applications for certificates of occupancy for partial and complete changes in occupancy classification, as well as new or duplicate lawful occupancy signs for buildings or spaces. Generally, there is no construction work proposed with this type of permit, but a plan is needed to check for code compliance. Review the information below before submitting plans for review.

## Plan sheet size and material

- Minimum Sheet Size: 18 in. x 24 in.
- Maximum Sheet Size: 36 in. x 48 in.
- Print plans on white, standard-weight, bond type paper.

## Acceptable drawing scales

- Architectural Scale: ¼ in. = 1 ft.-0 in.
- Larger scales may be used. If a smaller scale is used, the plans examiner may reject your plans.

## Minimum requirements

- Must be of professional quality and drawn to scale. Free-hand sketches will **not** be accepted.
- Printed plans must be in ink and in grayscale. Pencil drawings will **not** be accepted.
- Include a title block with sheet number and project address.
- Applicable codes and edition.
- Code summary, construction types, occupancy classifications, means of egress, occupant loads, fire protection features such as sprinkler systems, and other life safety elements.
- Floor plans of the entire building or space under consideration.
- All rooms and spaces shall be labeled with their uses (e.g., bedroom, kitchen, office, utility, storage, etc.).
- Sizes and locations of all rooms, doors, windows, stairways, corridors, and ceiling heights must be shown.
- Direction of door swing and stairway travel.
- Exit locations and exit signage.
- Wall, floor-ceiling, and roof fire ratings and their locations are required.
- Plumbing fixture locations, type, and quantity available.
- Accessibility features and details (if applicable).
- Site features such as yards, alleyways, egress courts, fencing, or parking (if applicable).

## Design professional signature and seal

The signature and seal of a PA-licensed design professional (registered architect or professional engineer) is typically not required if no construction is proposed, however, the plans examiner may request a signature and seal of a design professional to certify existing conditions represented on a plan.

## Prerequisite approvals

Plans included with your administrative permit application package may require approvals from other departments or agencies.

### L&I Permit and License Center

1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse

Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.