



MECHANICAL PLAN REVIEW
CHECKLIST

I. Administrative:

1. Professional engineer’s seal on three sets of construction documents. (Note: it is cost driven, see staff meeting minutes where architect may be accepted): Provided Required
2. Scope and type of work noted on the application form: Provided Required
3. Number of appliances defined where used for fee assessment: Verified Qty: _____
4. Number of registers/diffusers defined where used for fee assessment: Verified Qty: _____

II. Pre-Requisite Approvals:

1. Historical Commission approval Provided Required N/A
2. Was a building permit and/or use issued required for area of work Yes No
 - a. If yes, does layout plan match plans on file Yes No
 - b. If no, is a use permit on record Yes No
3. Asbestos Investigation Report: Provided Required N/A
4. Art Commission Sign off for City-owned properties or City-funded projects:
 Provided Required N/A
5. PA DOH approval: Provided Required N/A

III. Plan Review

1. Use of spaces identified on plan: Yes No
2. All new work and existing work conditions differentiated on the plan:
 Yes No N/A
3. Check for equipment and appliance location for hazardous and prohibited locations: (M303)
 Compliant Non-complaint N/A
4. Combustion air provided: Yes No
5. Access and service space (M306): Provided Required N/A
 - Solid per manufacturer’s specifications
 - Oil-fuel see NRPA 31



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6. Minimum mechanical ventilation provided per IMC 403 on the plan or ventilation schedule/
(occupancy used in calculations is consistent with item III number one):
 Provided Required N/A
7. Penetrations of floor/ ceiling assemblies and fire-resistance rated assemblies shall be protected in
accordance with the International Building Code: Verified N/A
8. Fire, smoke or combined dampers shown where ductwork penetrates rated construction: (M-
607/B-714) Provided Required N/A

IV. Exhaust Systems:

1. Exhaust outlet location consistent with section M 501.3.1: Verified N/A
2. Duct used to convey hazardous exhaust shall be constructed of approved G90 galvanized sheet
steel with a minimum thickness base on table 510.9. Based on the diameter of duct or maximum
side Dimension. Provided Required
3. Sub-slab Soil exhaust system duct material shall be listed per UL 181 or approved plumbing
material. Provided Required

****Calculations may be required if design is questionable***