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
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*