



IBC NEW CONSTRUCTION/ADDITION
PLAN REVIEW CHECKLIST

I. Administrative/Supplemental Documents

1. Design professional seal on three sets of construction documents (*I wet/embossed*):
☐ Provided ☐ Required
2. Licensed Contractor named: ☐ Provided ☐ Required ☐ N/A
3. Approved Special Inspection Agency: ☐ Provided ☐ Required ☐ N/A
 - a. Statement of Special Inspections Form: ☐ Provided ☐ Required ☐ N/A
 - b. Duties and Responsibilities Agreement: ☐ Provided ☐ Required ☐ N/A
4. Geotechnical Report with professional Engineer's seal (3 sets):
☐ Provided ☐ Required ☐ N/A
5. Structural Design Criteria Form or shown on Plan: ☐ Provided ☐ Required
6. Flood Plan Information Form: ☐ Provided ☐ Required ☐ N/A

II. Pre-Requisite Approvals

1. Zoning/Use Registration Permit: ☐ Provided ☐ Required
2. Streets Department approval: ☐ Provided ☐ Required ☐ N/A
3. City Planning Commission approval: ☐ Provided ☐ Required ☐ N/A
4. PWD water/sewer available stamp: ☐ Provided ☐ Required ☐ N/A
5. Fire Department approval (FCC): ☐ Provided ☐ Required ☐ N/A
6. Historical Commission approval: ☐ Provided ☐ Required ☐ N/A
7. PA Department of Health approval: ☐ Provided ☐ Required ☐ N/A
8. Asbestos Investigation Report: ☐ Provided ☐ Required ☐ N/A
9. Art Commission approval (*city owned/funded*): ☐ Provided ☐ Required ☐ N/A

III. Plan Review

1. Occupancy Classification(s) (**B302**): _____
2. Building Construction Type(s) (**B602/603**): _____
3. Building Height/Area compliant (**B504**): ☐ Yes ☐ No
 - a) Area increase Factor due to Frontage (**B506.3**): ☐ Yes ☐ No ☐ N/A
 - b) Unlimited Area Buildings (**B507**): ☐ Yes ☐ No ☐ N/A
4. Mezzanines Compliant (**B505**): ☐ Yes ☐ No ☐ N/A
5. Mixed Occupancies Separation compliant (**B508**): ☐ Yes ☐ No ☐ N/A
6. Special Provisions compliant (**B510**): ☐ Yes ☐ No ☐ N/A



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7. Special Detailed requirements based on use and occupancy (**B401**):

- | | | |
|------------------------------------------------------------|----------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Covered Mall/Open Mall Buildings | <input type="checkbox"/> Atrium | <input type="checkbox"/> Underground Buildings |
| <input type="checkbox"/> Motor Vehicle Related Occupancies | <input type="checkbox"/> Group I-2 | <input type="checkbox"/> Group I-3 |
| <input type="checkbox"/> Motion Picture Projection Rooms | <input type="checkbox"/> Stages/Platforms | <input type="checkbox"/> Special Amusement Bldg |
| <input type="checkbox"/> Aircraft Related Occupancies | <input type="checkbox"/> Combustible Storage | <input type="checkbox"/> Hazardous Materials |
| <input type="checkbox"/> Group H1, H2, H3, H4, H5 | <input type="checkbox"/> Flammable Finishes | <input type="checkbox"/> Drying Room |
| <input type="checkbox"/> Organic Coatings | <input type="checkbox"/> Live/Work Units | <input type="checkbox"/> Group I-1, R1, R2, R3 |
| <input type="checkbox"/> Ambulatory Health care facilities | <input type="checkbox"/> Storm shelters | <input type="checkbox"/> Hydrogen Fuel Gas Rooms |
| <input type="checkbox"/> Children's Play Structure | <input type="checkbox"/> Medical Gas System | <input type="checkbox"/> Hyperbaric Facilities |
| <input type="checkbox"/> Combustible Dust, Grain, Storage | <input type="checkbox"/> Higher Educ. Labs | |

Additional Notes: _____

8. Fire resistance ratings for building elements are compliant (**B601**):

- | | | | |
|---------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| a) Fire resistance rating - exterior walls are compliant (B602): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| b) Exterior Walls compliant (B705.8): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| c) Fire Walls compliant (B706): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| d) Fire Barriers compliant (B707): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| e) Fire Partitions compliant (B708): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| f) Smoke Barriers compliant (B709): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| g) Smoke Partitions compliant (B710): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| h) Floor/Roof Assemblies compliant (B711): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| i) Vertical openings (B712): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| j) Shaft enclosures compliant (B713): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| k) Penetrations compliant (B714): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| l) Fire-resistant Joint Systems (B715): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| m) Opening Protective (fire door/shutters) compliant (B716): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| n) Opening protective (fire window) compliant (B716): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| o) Ducts and air transfer openings compliant (B717): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| p) Concealed Spaces compliant (B718): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| q) Miscellaneous: | | | |
| a. Fire resistance for plaster (B719): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b. Thermal/sound-insulating materials (B720): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| c. Prescriptive fire resistance (B721): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| d. Calculated Fire Resistance (B722): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

9. Interior Finishes (Chapter 8)

- a) Shown on plans and/or included on Plan Review Form: ☐ Yes ☐ No

10. Fire Protection (Chapter 9)

- a) Automatic Sprinkler System proposed (**B903**): ☐ Yes ☐ No
- a. Sprinkler meets NFPA standard: ☐ 13 ☐ 13R ☐ 13D



IBC NEW CONSTRUCTION/ADDITION
PLAN REVIEW CHECKLIST

- b) Standpipe System proposed (**B905**): ☐ Yes ☐ No ☐ N/A
 a. Type required: ☐ Automatic ☐ Manual / ☐ Wet ☐ Dry
c) Fire Alarm and Detection Systems on plan/PRF (**B907**): ☐ Yes ☐ No ☐ N/A
d) Smoke Control System on plans/PRF (**B909**): ☐ Yes ☐ No ☐ N/A
e) Smoke and Heat Vents on plans/PRF (**B910**): ☐ Yes ☐ No ☐ N/A

11. Means of Egress (Chapter 10)

- a) Occupant Load (**B1004**): _____
b) Means of Egress Sizing compliant (**B1005**): ☐ Yes ☐ No ☐ N/A
c) Number of exits and exit access doorways compliant (**B1006**): ☐ Yes ☐ No ☐ N/A
d) Exit & Exit Access Doorway Configuration Compliant (**B1007**): ☐ Yes ☐ No ☐ N/A
e) Means of Egress Illumination compliant (**B1008**): ☐ Yes ☐ No ☐ N/A
f) Accessible means of egress compliant (**B1009**): ☐ Yes ☐ No ☐ N/A
g) Doors, Gates and Turnstiles compliant (**B1010**): ☐ Yes ☐ No ☐ N/A
h) Stairways compliant (**B1011**): ☐ Yes ☐ No ☐ N/A
i) Ramps compliant (**B1012**): ☐ Yes ☐ No ☐ N/A
j) Exit Signs compliant (**B1013**): ☐ Yes ☐ No ☐ N/A
k) Handrails compliant (**B1014**): ☐ Yes ☐ No ☐ N/A
l) Guards compliant (**B1015**): ☐ Yes ☐ No ☐ N/A
m) Exit Access compliant (**B1016**): ☐ Yes ☐ No ☐ N/A
n) Exit Access Travel distance compliant (**B1017**): ☐ Yes ☐ No ☐ N/A
o) Aisles compliant (**B1018**): ☐ Yes ☐ No ☐ N/A
p) Exit Access Stairways & Ramps compliant (**B1019**): ☐ Yes ☐ No ☐ N/A
q) Corridors compliant (**B1020**): ☐ Yes ☐ No ☐ N/A
r) Egress Balconies compliant (**B1021**): ☐ Yes ☐ No ☐ N/A
s) Exits compliant (**B1022**): ☐ Yes ☐ No ☐ N/A
t) Interior Exit Stairways & Ramps compliant (**B1023**): ☐ Yes ☐ No ☐ N/A
u) Exit Passageway compliant (**B1024**): ☐ Yes ☐ No ☐ N/A
v) Luminous Egress Path Markings compliant (**B1025**): ☐ Yes ☐ No ☐ N/A
w) Horizontal Exit compliant (**B1026**): ☐ Yes ☐ No ☐ N/A
x) Exterior Exit Stairways & Ramps compliant (**B1027**): ☐ Yes ☐ No ☐ N/A
y) Exit Discharge compliant (**B1028**): ☐ Yes ☐ No ☐ N/A
z) Assembly compliant (**B1029**): ☐ Yes ☐ No ☐ N/A
aa) Emergency Escape and Rescue compliant (**B1030**): ☐ Yes ☐ No ☐ N/A

12. Accessibility (Chapter 11)

- a) Accessible Route compliant (**B1104**): ☐ Yes ☐ No ☐ N/A
b) Accessible Entrances provided (**B1105**): ☐ Yes ☐ No ☐ N/A
c) Parking/passenger loading facilities provided (**B1106**): ☐ Yes ☐ No ☐ N/A



IBC NEW CONSTRUCTION/ADDITION
PLAN REVIEW CHECKLIST

- d) Dwelling units/Sleeping units compliant (**B1107**): ☐ Yes ☐ No ☐ N/A
e) Special Occupancies compliant (**B1108**): ☐ Yes ☐ No ☐ N/A
f) Other features and facilities compliant(**B1109**): ☐ Yes ☐ No ☐ N/A
 a. Family assisted facilities compliant (**B1109.2.1**): ☐ Yes ☐ No ☐ N/A
 b. Recreational and sports facilities (**B1110**): ☐ Yes ☐ No ☐ N/A
 c. Others: _____ ☐ Yes ☐ No ☐ N/A
g) Signage compliant (**B1111**): ☐ Yes ☐ No ☐ N/A

13. Interior Environment (Chapter 12)

- a) Ventilation compliant (**B1202**): ☐ Yes ☐ No ☐ N/A
 ☐ Attics ☐ Crawl Spaces ☐ Natural ☐ Bathroom ☐ Exhausts
b) Artificial and/or Natural Lighting compliant (**B1204**): ☐ Yes ☐ No ☐ N/A
c) Yards and courts compliant (**B1205**): ☐ Yes ☐ No ☐ N/A
d) Sound Transmission compliant (**B1206**): ☐ Yes ☐ No ☐ N/A
e) Interior space dimensions compliant (**B1207**): ☐ Yes ☐ No ☐ N/A
f) Access to unoccupied spaces compliant (**B1208**): ☐ Yes ☐ No ☐ N/A
g) Toilet & Bathroom Requirements compliant (**B1209**): ☐ Yes ☐ No ☐ N/A

14. Exterior Walls (Chapter 14)

- a) Flashing compliant (**B1404.4**): ☐ Yes ☐ No ☐ N/A
b) Veneers compliant (**B1404.5 - 12**): ☐ Yes ☐ No ☐ N/A
c) Siding compliant (**B1405.14 - 18**): ☐ Yes ☐ No ☐ N/A
d) Combustible materials compliant (**B1405**): ☐ Yes ☐ No ☐ N/A
e) Metal Composite Materials compliant (**B1406**): ☐ Yes ☐ No ☐ N/A
f) EIFS compliant (**B1407**): ☐ Yes ☐ No ☐ N/A
g) HPL compliant (**B1408**): ☐ Yes ☐ No ☐ N/A

15. Roof Assemblies and Rooftop Structures (Chapter 15)

- h) Weather protection compliant (**B1503**): ☐ Yes ☐ No ☐ N/A
i) Flashing installed (**B1503**): ☐ Yes ☐ No ☐ N/A
j) Performance requirements compliant (**B1504**): ☐ Yes ☐ No ☐ N/A
k) Fire classification compliant (**B1505**): ☐ Yes ☐ No ☐ N/A
l) Roof coverings compliant (**B1507**): ☐ Yes ☐ No ☐ N/A
m) Reflectivity and energy Star provided (**Bill#090923**): ☐ Yes ☐ No ☐ N/A
n) Roof Insulation (**B1508**): ☐ Yes ☐ No ☐ N/A
o) Rooftop structures compliant (**B1510**): ☐ Yes ☐ No ☐ N/A

16. Structural Systems (Chapter 16)

- a) Occupancy Risk Category (**Table 1604.5**): ☐ I ☐ II ☐ III ☐ IV
b) Live loads on S.C.D. Form complies (**B1607**): ☐ Yes ☐ No ☐ N/A
c) Loads on handrails/guards complies (**B1607.8**): ☐ Yes ☐ No ☐ N/A



17. Special Inspections (Chapter 17)

- a) Inspections form is inclusive of required inspections: ☐ Yes ☐ No ☐ N/A

18. Soils and Foundations (Chapter 18)

- a) Geotechnical report is consistent w/ project: ☐ Yes ☐ No ☐ N/A
a. Consistent with Code Bulletin *B-9906-R4* ☐ Yes ☐ No ☐ N/A
b) Damproofing and waterproofing provided (**B1805**): ☐ Yes ☐ No ☐ N/A
c) Load bearing values compliant (**B1806.2**): ☐ Yes ☐ No ☐ N/A
d) Foundation wall design compliant (**B1807**): ☐ Yes ☐ No ☐ N/A
e) Foundations/footing compliant (**B1808**): ☐ Yes ☐ No ☐ N/A
a. Shallow foundations (**B1809**): ☐ Yes ☐ No ☐ N/A
b. Deep foundations (**B1810**): ☐ Yes ☐ No ☐ N/A

19. Concrete (Chapter 19):

- a) Construction documents for structural concrete construction provided on plans and specifications (**B1901.5**): ☐ Yes ☐ No ☐ N/A
b) f'_c (*design value*) meets / exceeds minimum compressive strength (**B1904.1**): ☐ Yes ☐ No ☐ N/A
c) ACI 318 is referenced (or see **1905.1.2** for modifications): ☐ Yes ☐ No ☐ N/A
d) Slab installation is compliant (**B1907**): ☐ Yes ☐ No ☐ N/A

20. Masonry installation (Chapter 21):

- a) Specs. of materials and masonry types provided (**B2108**): ☐ Yes ☐ No ☐ N/A
b) Masonry Fireplaces compliant (**B2111**): ☐ Yes ☐ No ☐ N/A
c) Masonry Chimney compliant (**B2113**): ☐ Yes ☐ No ☐ N/A

21. Steel installation compliant (Chapter 22):

- a) Material specifications provided: ☐ Yes ☐ No ☐ N/A
b) Steel joists compliant (**B2207**): ☐ Yes ☐ No ☐ N/A
c) Trusses compliant (**B2211.1.3**): ☐ Yes ☐ No ☐ N/A

22. Wood (Chapter 23)

- a) Fire retardant treated wood provided where req'd (**B2303.2**): ☐ Yes ☐ No ☐ N/A
b) Truss design & layout drawings provided (**B2303.4**): ☐ Yes ☐ No ☐ N/A
a. Amended permit required: ☐ Yes ☐ No
c) Min. thickness of wall sheathing compliant (**B2304.6**): ☐ Yes ☐ No ☐ N/A
d) Min. floor and roof sheathing compliant (**B2304.8**): ☐ Yes ☐ No ☐ N/A
e) Joist hangers & connectors identified on plans (**B2304.10**): ☐ Yes ☐ No ☐ N/A



IBC NEW CONSTRUCTION/ADDITION
PLAN REVIEW CHECKLIST

- f) Load path of framing members considered (**B2304.10**): ☐ Yes ☐ No ☐ N/A
- g) Heavy timber (IV) construction compliant (**B2304.11**): ☐ Yes ☐ No ☐ N/A
- h) Shear walls and diaphragms compliant (**B2305, B2306**): ☐ Yes ☐ No ☐ N/A
- i) Decay and termite protection provided (**B2303.1.9**): ☐ Yes ☐ No ☐ N/A
- j) Allowable floor span compliant: ☐ Yes ☐ No ☐ N/A
- k) Rafter tie connections compliant: ☐ Yes ☐ No ☐ N/A
- l) **Conventional Light-Frame Construction (2308)**
- a. Braced Wall design compliant (**B2308.6**): ☐ Yes ☐ No ☐ N/A
- b. Foundation Anchorage compliant (**B2308.3**): ☐ Yes ☐ No ☐ N/A
- c. Floor joists compliant (**B2308.4.2**): ☐ Yes ☐ No ☐ N/A
- d. Wall construction compliant (**B2308.5**): ☐ Yes ☐ No ☐ N/A
- e. Girders compliant (**B2308.5.5**): ☐ Yes ☐ No ☐ N/A
- f. Ceiling joists compliant (**B2308.7.1**): ☐ Yes ☐ No ☐ N/A
- g. Roof rafters compliant (**B2308.7.2**): ☐ Yes ☐ No ☐ N/A
- h. Roof uplift compliant (**B2308.7.5**): ☐ Yes ☐ No ☐ N/A
- 23. Glass and Glazing (Chapter 24)**
- a) Sloped glazing and skylights compliant (**B2405**): ☐ Yes ☐ No ☐ N/A
- b) Safety glazing compliant (**B2406-B2409**): ☐ Yes ☐ No ☐ N/A
- 24. Elevators (Chapter 30)**
- a) Machine rooms provided/compliant (**B3006**): ☐ Yes ☐ No ☐ N/A
- b) Fire service access elevator provided/compliant (**B3007**): ☐ Yes ☐ No ☐ N/A
- 25. Safeguards During construction (Chapter 33 and Code Bulletin B0503-R2)**
- a) Protection of pedestrians provided (**B3306**): ☐ Yes ☐ No ☐ N/A
- b) Protection of adjoining properties (**B3307**): ☐ Yes ☐ No ☐ N/A
- c) Construction documents provided with detailed plan for protecting footings/foundations (Underpinning) or Statement of no special precautions/measures (**CB**): ☐ Yes ☐ No ☐ N/A
- d) Soils Report provides information for sheeting/shoring for ROW, alleys and yards of adjacent properties (Excavation 12' or less) (**CB**): ☐ Yes ☐ No ☐ N/A
- e) Engineered designed sheeting/shoring plans provided (excavation greater than 12' and horizontally closer to edge of adj property than a distance of 1.25 X depth of excavation (**CB**): ☐ Yes ☐ No ☐ N/A
- f) Other methods of protection of footways/ROW (tie-backs/soil nailing) is approved by Streets Department (**CB**): ☐ Yes ☐ No ☐ N/A