

IBC NEW CONSTRUCTION AND ADDITION PLAN REVIEW CHECKLIST

| I. | Administrative / Supplemental Document | Provided | Required | N/A |
|-----|---|----------|----------|-----|
| | | | | |
| 1 | Signature & Seal of Design professional licensed in the Commonwealth of Pennsylvania | | | |
| | a. Electronic Plans (PDF compliant w/ ePlans Submission Standards) | | | |
| | b. Paper Plans - Three (3) copies, one with ink or embossed seal | | | |
| | c. Plans for manuf. (mobile) housing bear required federal approvals / certification | Ш | | |
| 2 | Geotechnical Investigation Report signed and sealed by professional engineer | | | |
| | a. Sheeting & Shoring / sidewalk / neighboring structures | | | |
| | b. Monitoring of excavation | Ш | | |
| 3 | Structural Design Criteria Form or equivalent design data on signed & sealed plan | | | |
| 4 | Energy Conservation Documentation | | | |
| 5 | Waste Hauler Form | | | |
| 6 | Flood Plain Information Form FP-G (if in flood hazard area) | | | |
| 7 | Fire Watch details | | | |
| 8 | Recorded Deed of Consolidation / Subdivision and/or Easement Agreements | | | |
| 9 | Key Plan - For sites with multiple buildings | | | |
| 10 | Foundation Only Letter - Owner's acceptance of risk letter, signed | | | |
| 11 | Asbestos Investigation Report with laboratory results | | | |
| 12 | Estimated cost of work for general construction | | | |
| | a. For mechanical / HVAC systems | | | |
| | b. For electrical systems | | | |
| | c. For interior and exterior plumbing work | | | |
| | d. For fire suppression work | | | |
| 13 | Approved Special Inspection Agency(ies) licensed in all applicable categories | | | |
| | a. Licensed design professional in responsible charge named (DPRC-SI) | | | |
| | b. Statement of Special Inspections Schedule (Sealed by DPRC-SI) | | | |
| | c. Duties & Responsibilities Agreement (signed by all three parties) | | | |
| 14 | For building permits requesting review of Electrical Work | | | |
| | a. Approved Electrical Inspection Agency at time of submission | | | |
| | b. Executed Contract | | | |
| 15 | Licensed Contractor named for invoice / permit issuance | | | |
| | a. No tax delinquency or Revenue-related issues | | | |
| | b. "Active" license status at time of issuance | | | |
| | i. General Contractor for Building & Mechanical Permits | | | |
| | ii. Master Plumber for Plumbing Permits | | | |
| | iii. Electrical Contractor for Electrical Permits | | | |
| | iv. Fire Suppression Contractor for Fire Suppression Permits | | | |
| II. | Pre-Requisite Approvals (must obtain prior to filing building permit application) | Provided | Required | N/A |
| | | | | |
| 1 | Zoning Permit (must be valid on date of submission) | | | |
| 2 | Parks & Recreation Department (approval for street trees) | | | |
| 3 | Certification by Third Party Agency (for modular construction approval stamp) | | | |
| 4 | Pennsylvania Department of Health approval plan and cover letter (for certain medical facilities) | | | |
| 5 | Philadelphia Department of Health Air Management Division | | | |



| III. | Concurrent Approvals (may be obtained during building permit review if submitted online, | Provided | Required | N/A |
|----------|--|------------------------|-------------|-----|
| | otherwise shall be pursued in advance of permit submission) | | | |
| 1 | Philadelphia Historical Commission Approval stamp | | | |
| 2 | Philadelphia Water Department (PWD) Approval(s) & Utility Plan | | | |
| 3 | Philadelphia Streets Department Approval stamp | | | |
| 4 | Philadelphia City Planning Commission approval(s) for: | | | |
| | a. NCO, NCA and other overlays | | | |
| | b. Bonusess | | | |
| 5 | Philadelphia Art Commission | | | |
| 6 | Philadelphia Fire Department - Fire Code Unit (high rises / fire command center) | | | |
| IV. | Plan Review | Yes | No | N/A |
| 1 | Occupancy Classification(s) (B302): | | | |
| 2 | Building Construction Type(s) (B602/603): | | | |
| 3 | Building Height/Area compliant (B504): | | | |
| | a. Area increase Factor due to Frontage (B506.3) | | | |
| | b. Unlimited Area Buildings (B507) | | | |
| 4 | Mezzanines Compliant (B505) | | | |
| 5 | Mixed Occupancies Separation compliant (B508) | | | |
| 6 | Special Provisions compliant (B510) | | | |
| 7 | Special Detailed requirements based on use and occupancy (B401): | • | | |
| | ☐ Covered Mall/Open Mall Buildings ☐ Atrium ☐ Unde | erground Bui | ldings | |
| | ── Motor Vehicle Related Occupancies | p I-3 | | |
| | ☐ Motion Picture Projection Rooms ☐ Stages/ Platforms ☐ Spec | ial Amuseme | nt Building | |
| | | Hazardous Materials | | |
| | | Drying Room | | |
| | | Group I-1, R1, R2, R3 | | |
| | | ydrogen Fuel Gas Rooms | | |
| | | yperbaric Facilities | | |
| | Combustible Dust, Grain, Storage Higher Educational Labs | Typerbarie racinities | | |
| | Additional Notes: | | | |
| 8 | Fire resistance ratings for building elements are compliant (B601) | Ιп | | |
| 0 | a. Fire resistance rating - exterior walls are compliant (B602) | | | |
| | b. Exterior Walls compliant (B705.8) | | | |
| | c. Fire Walls compliant (B706) | | | |
| | | | | |
| | d. Fire Barriers compliant (B707) | | | |
| | e. Fire Partitions compliant (B708) | | | |
| | f. Smoke Barriers compliant (B709) | | | |
| | g. Smoke Partitions compliant (B710) | | | |
| | h. Floor/Roof Assemblies compliant (B711) | | | |
| | i. Vertical openings (B712) | | | |
| | j. Shaft enclosures compliant (B713) | | | |
| <u> </u> | k. Penetrations compliant (B714) | | | |
| | I. Fire-resistant Joint Systems (B715) | | | |
| <u> </u> | m. Opening Protective (fire door/shutters) compliant (B716) | | | |
| | n. Opening protective (fire window) compliant (B716) | | | |
| | o. Ducts and air transfer openings compliant (B717) | | | |
| 1 | p. Concealed Spaces compliant (B718) | | | |

P_015_CHK Page 2 of 6



| q. Miscellaneous: | | | |
|---|-----|----|-----|
| 1. Fire resistance for plaster (B719) | | | |
| 2. Thermal/sound-insulating materials (B720) | | | |
| 3. Prescriptive fire resistance (B721) | | | |
| 4. Calculated Fire Resistance (B722) | | | |
| 9 Interior Finishes (Chapter 8) | Yes | No | N/A |
| a. Shown on plans and/or included on Plan Review Form | | | |
| 10 Fire Protection (Chapter 9) | Yes | No | N/A |
| a. Automatic Sprinkler System proposed (B903) | | | |
| 1. Sprinkler meets NFPA standard 13 13R 13D | | | l |
| b. Standpipe System proposed (B905) | | | |
| 1. Type required: Automatic Manual Wet Dry | | | L |
| c. Fire Alarm and Detection Systems on plan/PRF (B907) | | | |
| d. Smoke Control System on plans/PRF (B909) | | | |
| e. Smoke and Heat Vents on plans/PRF (B910) | | | |
| 11 Means of Egress (Chapter 10) | Yes | No | N/A |
| a. Occupant Load (B1004): | | | |
| b. Means of Egress Sizing compliant (B1005) | | | |
| c. Number of exits and exit access doorways compliant (B1006) | | | |
| d. Exit & Exit Access Doorway Configuration Compliant (B1007) | | | |
| e. Means of Egress Illumination compliant (B1008) | | | |
| f. Accessible means of egress compliant (B1009) | | | |
| g. Doors, Gates and Turnstiles compliant (B1010) | | | |
| h. Stairways compliant (B1011) | | | |
| i. Ramps compliant (B1012) | | | |
| j. Exit Signs compliant (B1013) | | | |
| k. Handrails compliant (B1014) | | | |
| I. Guards compliant (B1015) | | | |
| m. Exit Access compliant (B1016) | | | |
| n. Exit Access Travel distance compliant (B1017) | | | |
| o. Aisles compliant (B1018) | | | |
| p. Exit Access Stairways & Ramps compliant (B1019) | | | |
| q. Corridors compliant (B1020) | | | |
| r. Egress Balconies compliant (B1021) | | | |
| s. Exits compliant (B1022) | | | |
| t. Interior Exit Stairways & Ramps compliant (B1023) | | | |
| u. Exit Passageway compliant (B1024) | | | |
| v. Luminous Egress Path Markings compliant (B1025) | | | |
| w. Horizontal Exit compliant (B1026) | | | |
| x. Exterior Exit Stairways & Ramps compliant (B1027) | | | |
| y. Exit Discharge compliant (B1028) | | | |
| z. Assembly compliant (B1029) | | | |
| aa. Emergency Escape and Rescue compliant (B1030) | | | |

P_015_CHK Page 3 of 6



| 12 Accessibility (Chapter 11) | Yes | No | N/A |
|--|-------------|--------------|--|
| a. Accessible Route compliant (B1104) | | | |
| b. Accessible Entrances provided (B1105) | | | |
| 1. Power-operated or low-energy power-operated door (B1105.1.1) | | | |
| c. Parking/passenger loading facilities provided (B1106) | | | |
| d. Motor-Vehicle-Related Facilities (1107) | | | |
| e. Dwelling units/Sleeping units compliant (B1108) | | | |
| 1. Opening force of Operable Window (ICC A117.1- 506) | | | |
| f. Special Occupancies compliant (B1109) | | | |
| g. Other features and facilities compliant(B1110) | | | |
| 1. Family assisted facilities compliant (B1110.2.1) | | l | |
| 2. Water Closets for Assisted Toileting (B1110.2.2) | | l | |
| 3. Recreational and sports facilities (B1111) | | lä | |
| 4. Others: | | | |
| h. Signage compliant (B1112): | | | |
| 13 Interior Environment (Chapter 12) | Yes | No | N/A |
| a. Ventilation compliant (B1202): | | | IV/ A |
| Attics Crawl Spaces Natural Bathroom Exhaust | | | |
| b. Artificial and/or Natural Lighting compliant (B1204) | | | \vdash |
| | | | |
| c. Yards and courts compliant (B1205) | | | |
| d. Sound Transmission compliant (B1206) | | | |
| e. Enhanced Classroom Acoustics (B1207) | | | |
| f. Interior space dimensions compliant (B1208) | | | |
| g. Access to unoccupied spaces compliant (B1209) | | | |
| h. Toilet & Bathroom Requirements compliant (B1210) | | | |
| 14 Exterior Walls (Chapter 14) | Yes | No | N/A |
| a. Flashing compliant (B1404.4) | | | |
| b. Veneers compliant (B1404.5 - 12) | | | |
| c. Siding compliant (B1405.14 - 18) | | | |
| d. Combustible materials compliant (B1405) | | | |
| e. Metal Composite Materials compliant (B1406) | | | |
| f. EIFS compliant (B1407) | | | |
| g. HPL compliant (B1408) | | | |
| 15 Roof Assemblies and Rooftop Structures (Chapter 15) | Yes | No | N/A |
| a. Weather protection compliant (B1503) | | | |
| b. Flashing installed (B1503) | | | |
| c. Performance requirements compliant (B1504) | | | |
| d. Fire classification compliant (B1505) | | | |
| e. Roof coverings compliant (B1507) | | | |
| f. Reflectivity and energy Star provided (Bill#090923) | | | |
| g. Roof Insulation (B1508) | | | |
| h. Rooftop structures compliant (B1510) | | | |
| 16 Structural Systems (Chapter 16) | Yes | No | N/A |
| a. Occupancy Risk Category (Table 1604.5) | | | |
| b. Live loads on S.C.D. Form complies (B1607) | | | |
| c. Loads on handrails/guards complies (B1607.8) | | | |

P_015_CHK Page 4 of 6



| 17 | Special Inspections (Chapter 17) | Yes | No | N/A |
|----|---|-----|-----|-----|
| | a. Inspections form is inclusive of required inspections: | | | |
| 18 | Soils and Foundations (Chapter 18) | Yes | No | N/A |
| | a. Geotechnical report is consistent w/ project | | | |
| | 1. Consistent with Code Bulletin <i>B-9906-R4</i> | | | |
| | b. Damproofing and waterproofing provided (B1805) | | | |
| | c. Load bearing values compliant (B1806.2) | | | |
| | d. Foundation wall design compliant (B1807) | | | |
| | e. Foundations/footing compliant (B1808) | | | |
| | 1. Shallow foundations (B1809) | | | |
| | 2. Deep foundations (B1810) | | | |
| 19 | Concrete (Chapter 19): | Yes | No | N/A |
| | a. Construction documents for structural concrete construction provided on plans and specifications (B1901.5) | | | |
| | b. f'c (design value) meets / exceeds minimum compressive strength (B1904.1) | | | |
| | c. ACI 318 is referenced (or see 1905.1.2 for modifications) | | | |
| | d. Slab installation is compliant (B1907) | | | |
| 20 | Masonry installation (Chapter 21): | Yes | No | N/A |
| | a. Specs. of materials and masonry types provided (B2108) | П | П | |
| | b. Masonry Fireplaces compliant (B2111) | | | |
| | c. Masonry Chimney compliant (B2113) | | | |
| 21 | Steel installation compliant (Chapter 22): | Yes | No | N/A |
| | a. Material specifications provided | П | П | |
| | b. Steel joists compliant (B2207) | | | |
| | c. Trusses compliant (B2211.1.3) | | | |
| 22 | Wood (Chapter 23) | Yes | No | N/A |
| | a. Fire retardant treated wood provided where req'd (B2303.2) | | | |
| | b. Truss design & layout drawings provided (B2303.4) | | | |
| | 1. Amended permit required | | | |
| | c. Min. thickness of wall sheathing compliant (B2304.6) | | | |
| | d. Min. floor and roof sheathing compliant (B2304.8) | | | |
| | e. Joist hangers & connectors identified on plans (B2304.10) | | | |
| | f. Load path of framing members considered (B2304.10) | | | |
| | g. Heavy timber (IV) construction compliant (B2304.11) | | | |
| | h. Shear walls and diaphragms compliant (B2305, B2306) | | | |
| | i. Decay and termite protection provided (B2303.1.9) | | | |
| | j. Allowable floor span compliant | | | |
| | k. Rafter tie connections compliant | | | |
| | I. Conventional Light-Frame Construction (B2308) | | | |
| | 1. Braced Wall design compliant (B2308.6) | | | |
| | 2. Foundation Anchorage compliant (B2308.3) | | | |
| | 3. Floor joists compliant (B2308.4.2) | | | |
| | 4. Wall construction compliant (B2308.5) | | | |
| | 5. Girders compliant (B2308.5.5) | | | |
| | 6. Ceiling joists compliant (B2308.7.1) | | | |
| | | | . — | |
| | 7. Roof rafters compliant (B2308.7.2) | | | |

P_015_CHK Page 5 of 6



| 23 | Glass and Glazing (Chapter 24) | Yes | No | N/A |
|----|--|-----|----|-----|
| | a. Sloped glazing and skylights compliant (B2405) | | | |
| | b. Safety glazing compliant (B2406-B2409) | | | |
| 24 | Elevators (Chapter 30) | Yes | No | N/A |
| | a. Machine rooms provided/compliant (B3006) | | | |
| | b. Fire service access elevator provided/compliant (B3007) | | | |
| 25 | Safeguards During construction (Chapter 33 and Code Bulletin B0503-R2) | Yes | No | N/A |
| | a. Protection of pedestrians provided (B3306) | | | |
| | b. Protection of adjoining properties (B3307) | | | |
| | c. Construction documents provided with detailed plan for protecting footings/foundations (Underpinning) or Statement of no special precautions/measures (CB) | | | |
| | d) Soils Report provides information for sheeting/shoring for ROW, alleys and yards of adjacent properties (Excavation 12' or less) (CB) | | | |
| | 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) | | | |
| | f. Other methods of protection of footways/ROW (tie-backs/soil nailing) is approved by Streets Department (CB) | | | |

P_015_CHK Page 6 of 6