

## COMMERCIAL BUILDING PLAN REVIEW PROCEDURE

- Completed building permit application.
- Completed zoning approval application.
- Three (3) complete sets of building plans and specifications with all required information for plan review to determine code compliance.
- All construction documents required for a building permit shall be prepared by a registered design professional consistent with the professional registration laws of the state of Pennsylvania.
- When the proposed work is minor in nature and has no effect on the structural integrity of an existing building, and is in compliance with all other provisions of this code, plans need not be prepared by a licensed engineer, or registered architect provided such plans are drawn to scale and contain sufficient detail and clarity that the work will be of sound construction and in compliance with the provisions of this code.
- The permit applicant for a commercial plan review for a new structure shall submit a review fee calculated at  $.0015 \times$  estimated construction value. This review fee shall be submitted with application. If plans are sent to the ICC for review, the applicant shall also pay the full ICC review fee.
- Upon receipt of submittal, the Township will perform an administrative review of the submission for completeness.
- A determination will be made by the Department of Community Development as to whether review of plans will be in-house by the Department or forwarding plans to ICC for review.
- A commercial plan review is 10 - 30 working days depending upon complexity of plans and current workload.
- Review comment letter will be sent to applicant.
- Permit applicant shall provide written responses, item by item, for review comments and revise plans and specifications to meet code compliance.
- Applicant shall submit two (2) complete sets of revised plans, specifications and written response to plan review comments.
- Township may forward new or revised structural calculations to ICC for review if necessary to determine code compliance.
- If plan review comments are minor in content and require no plan or specification revisions, then the applicant may provide a written response from the plans and specification preparer for the comments.
- Prior to permit issuance, applicant is required to provide copies of Department of Agriculture for food handling.
- Once it has been determined by the Township that the plans and specifications are code compliant, the plans and specs are stamped approved and one set of documents for construction are returned to applicant with building permit issuance. These approved plans should be retained on-site as a reference for construction.