

THE MUNICIPALITY OF BETHEL PARK
PERMIT PROCEDURE FOR COMMERCIAL CONSTRUCTION PROJECTS

PLAN SUBMITTAL

- Zoning, Development Permits, Grading, Storm Water Management, Sewage Flow (EDU allocation), and any PA Highway Occupancy (as approved by PennDOT) must be approved by the Zoning and Engineering Departments prior to Building Permit approval as applicable
- Zoning Application
- A Commercial Building Permit Application prepared in its entirety and must be stamped by a PA Registered Design Professional
- Electronic submission of detailed construction documents in the form of plans and specifications prepared and stamped by a PA Registered Design Professional **including** plumbing, electrical, and fire protection drawings
 - * Applicant must also submit the stamped plumbing plans to Allegheny County Plumbing Department (412-922-6270) for approval – The approval may be deferred with your submittal-Municipality must receive the “county approval” within 30 days
 - * Applicant must also submit the stamped Electric Plans to an approved third-party electrical agency for approval (L & I) – the approval may be deferred with your submittal-Municipality must receive the approved plans within 30 days
 - * Fire Protection/Sprinkler System Plans must be stamped by approved design professional – this submission may be deferred with the application; however, Municipality must receive prior to installation
- A *Special Inspections and Observations Statement* and an acknowledgement of the “Certificate of Compliance” (when applicable), prepared and stamped by a PA Registered Design Professional. (Required for certain construction methods and materials)
- Allegheny County Health Department (412-687-2243) approval is first required for Health Care Facilities and Restaurants/establishments that sell food”
- Elevator Plans must be submitted to the PA Department of Labor and Industry (L & I) for approval

PLAN REVIEW – REFER TO PLAN REVIEW SUBMITTAL GUIDE ATTACHED

- The Construction documents will be reviewed in order to verify compliance with the following codes:
- Pennsylvania Uniform Construction Code (PA UCC)
- International Building Code as adopted by the PA UCC
- Accessibility provisions as adopted by the PA UCC
- International Fire Code (only as referenced in the IBC)
- International Mechanical Code as adopted by the PA UCC
- International Fuel Gas Code as adopted by the PA UCC
- International Energy Conservation Code as adopted by the PA UCC
- Bethel Park Municipal Ordinance 7-12-93A

APPROVALS

A Building Permit may be issued once the following are approved, received, and/or verified (when applicable):

- Bethel Park Planning and Zoning Department approval
- The Construction Documents/Building Plans that have been “approved” by the Building Code Official
- Bethel Park Engineering Department approval (i.e. Grading, Storm Water Management, Flood Hazard Area, EDU allocation, H.O.P.)
- Electric Plans approved by an “approved” Third Party (see L & I)
- Plumbing approved by Allegheny County Plumbing Department
- “Approved” Elevator Permit through Labor and Industry (L & I)
- Pennsylvania Department of Transportation Highway Occupancy Permit
- Bethel Park Sewer Tap Permit/Fee
- Allegheny County Conservation District Approval
- Allegheny County Public Works Approval for road or storm sewer/utility access
- Restoration Bonds and Fees
- A Certificate of Workman’s Compensation Insurance from the general contractor’s insurance company showing Bethel Park Municipality as “Certificate Holder”

INSPECTIONS

It is the permit holder’s responsibility to schedule inspections and obtain a “Certificate of Occupancy” per the “PA UCC Inspection Procedure”

Please have the “approved plans” on site for reference during inspections. Provide any proposed changes to the Building Inspection Department for review/approval prior to construction

Please provide 24-hour notice for inspections and have the permit # available. All inspections (except electrical and plumbing) may be scheduled by contacting the Commercial Building Inspections Secretary at 412-831-6800, ext. 130

Note:

Special Inspections must be coordinated through the “approved” Special Inspection Agency and Design Professionals

Electric Inspections must be coordinated through an approved third-party electrical inspection agency

Plumbing Inspections must be coordinated through the Allegheny County Plumbing Department
(412-922-6270)

Elevator Inspections must be coordinated through the PA Labor and Industry Department

- Footer, prior to concrete
- Foundation, prior to framing
- Under-slab inspection, prior to pouring of concrete
- Framing/Structural, after rough plumbing and electrical have been approved

- Mechanical, once all ducting and other components are sealed and complete
- Fire Protection systems
- Insulation
- Fire Walls / Fire Partitions / Smoke Barriers, etc.
- Fire Protection and Alarm Testing
- FINAL BUILDING INSPECTION: To be performed after all items pertaining to the building permit issued have been completed. These items include, but are not limited to:
 - A. General Building
 - Interior and Exterior Finish
 - Egress
 - Final Grading
 - Site Plan Compliance
 - Roofing Materials/Flashing
 - B. Electric Work
 - C. Plumbing Work
 - D. Accessibility (including site)
 - E. Fire Protection Systems including:
 - Hood extinguishing (Ansul) and ventilation (duct) system inspections
 - F. Mechanical Work
 - G. Energy Conservation

PLAN REVIEW GUIDE

BUILDING PLAN REVIEW CHECKLIST

Submission to include complete building plans and specifications showing use of all areas, equipment layout, aisle, and building components

- ___ Plans must be signed and sealed in accordance with the requirements of PA UCC
- ___ One complete set of sealed, signed plans submitted in electronic format
- ___ Show occupant load, including exiting plans for all areas
- ___ Show construction type and use group for proposed construction and adjacent tenants
- ___ Include door schedule with catalog cuts for all doors, hardware and locksets
- ___ Show all appropriate wall, floor, and foundation sections with details
- ___ Indicate all rated assemblies, design numbers, and diagram assemblies
- ___ Include window and glazing schedule, flame spread ratings, and interior finish schedule
- ___ List all building design loads
- ___ Include shop drawings for steel supported systems (submitted prior to the start of work)

- ___ Show shop drawings for all fire protection systems (submitted prior to the start of work)
- ___ Include steel structural calculations
- ___ Include details for all special occupancy requirements (covered malls, atriums, high rise, hazardous materials, floor openings, etc.)
- ___ Include details for all special structures (awnings, skylights, roof panels, etc.)
- ___ Show sequence of operation for all special systems (smoke control, elevator recall, etc.)
- ___ Include details showing all state and location accessibility requirements and catalog cuts for fixtures
- ___ Construction documents to be signed, sealed, and dated per PA state requirements

SOIL REPORT

- ___ Indicate requirements for footings and support loads
- ___ Include footings and foundation requirements and recommendations
- ___ Include engineer's requirements for appropriate footings and walls to support loads

SITE PLAN

- ___ Indicate setbacks, elevations, drainage, parking, lot grading, outside lighting and sanitary sewer
- ___ Indicate locations of fire hydrants and benchmark information.

EXISTING BUILDING PLAN REVIEW

Submission to include complete plans and specifications showing use of all areas, equipment layout, aisle, and building components

- ___ Plans must be signed and sealed in accordance with the requirements of PA UCC
- ___ One complete set of sealed, signed plans submitted in electronic format
- ___ Include floor plan for existing building showing use, occupant load, existing system, and square footage of all areas
- ___ Show construction type and use group for the existing building or adjacent tenants
- ___ Show the type of fire protection systems in the existing building
- ___ Show the type and location of the plumbing fixtures in the existing building
- ___ Show size, demand, and distance to existing gas system, including size of pipe and system pressure
- ___ Show the loads of existing building and include calculations listing existing loads and new loads
- ___ Include site plan showing the location of the existing and new building
- ___ Include calculations/details indicating changes or additions to existing fire protection systems
- ___ Show change to the existing mechanical systems
- ___ Show changes made to the existing building to upgrade the access to conform to the new requirements

MECHANICAL PLAN REVIEW

Submission to include complete mechanical plans indicating location and type of all mechanical equipment and appliances

- Include catalog cuts with installation instructions, listing BTU input and approved locations for all mechanical equipment
- Include duct design criteria including size, type, and gauge of the duct work as well as type and location of all supports and additional details for all hazardous exhaust systems
- Show the location of the duct smoke detectors in any system over 2,000 cfm including supervision
- Include a complete ventilation schedule showing the mechanical code occupant load and the supply, return, and outside air for each room
- Include a gas piping plan including location of meter, system pressure, type and size of pipe, and BTU demand for section of pipe or appliance
- Show size and location of the combustion air intakes (one high/one low required)
- Show a 110 V GFCI outlet within 25 feet of all rooftop equipment
- Show piping details including schematics for boilers, hydronic heat, and refrigeration
- Show catalog cuts for factory-built fireplaces and details for masonry fireplaces
- Show details for any kitchen hood and exhaust systems including size and gauge of hood and duct, size and type of exhaust fans, shop drawings for suppression system, cleaning schedules, automatic power shutoff, and portable extinguisher
- List the type, location, and rating for the fire and/or smoke dampers and access panels

ACCESSIBILITY REQUIREMENTS

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Accessible Routes | <input type="checkbox"/> Alarms | <input type="checkbox"/> Area of Refuge | <input type="checkbox"/> Controls |
| <input type="checkbox"/> Curb Ramps | <input type="checkbox"/> Detectable Warnings | <input type="checkbox"/> Doors | <input type="checkbox"/> Drinking Fountains |
| <input type="checkbox"/> Elevators | <input type="checkbox"/> Entrances | <input type="checkbox"/> Lifts | <input type="checkbox"/> Means of Egress |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Platform Lifts | <input type="checkbox"/> Ramps | <input type="checkbox"/> Restrooms/Baths |
| <input type="checkbox"/> Seating | <input type="checkbox"/> Signage | <input type="checkbox"/> Stairs | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Telephones | <input type="checkbox"/> Windows | <input type="checkbox"/> Work Surfaces | |

SPECIFIC FACILITY TYPE REQUIREMENTS

- Show cuts of all plumbing fixtures
- Show dwelling use requirements
- Include details for bathtubs and shower stalls in buildings other than dwelling units

EXTERIOR REQUIREMENTS

- Show accessibility routes
- Show total number, sizes, and locations of all parking spaces for people with a disability

- ___ Show sidewalk size and slope of ramps and curb cuts
- ___ Include drawings of above-ground handicapped signs
- ___ Show detectable warnings in hazardous locations

INTERIOR REQUIREMENTS

- ___ Show egress doors into occupiable spaces to have approved handles
- ___ Include catalog cuts for accessible door hardware (handles, closers, thresholds)
- ___ Indicate adequate maneuvering clearances at doors to gain access to rooms
- ___ Show locations of hall call buttons, floor destinations, tactile characters (elevator lobbies)
- ___ Show required handrails on both sides of stairs and ramps
- ___ Indicate detectable warnings in hazardous locations
- ___ Show size of floor access to public area telephones, heights of operable parts, and hearing-impaired equipment
- ___ Show protection for objects protruding into walks, corridors, halls, passageways, or aisles above the finished floor of walking surface
- ___ Show special occupancy requirements
- ___ Show clear floor and knee space for accessible drinking fountains and lavatories
- ___ Show location of water closets relative to walls and other fixtures
- ___ Show the height to the top of the water closet seat for the accessible fixtures
- ___ Show the height above the finished surface, bar sizes, length of bars, and distances from walls for required grab bars at the water closet
- ___ Show height and location of required toilet paper dispensers
- ___ Show areas of refuge for people with a disability

ENERGY PLAN REVIEW

- ___ ComCheck or ResCheck: lighting, mechanical, envelope, check test, exterior lighting information, and appliance information
- ___ Water heater piping diagram showing recirculation or heat traps
- ___ Details to include R-values, fenestration, U-factors, SHGC's, equipment types, sizes and controls, duct sealing, insulation, and air sealing
- ___ Show thermostat for each HVAC unit

PLUMBING PLAN REVIEW

Submission to include complete plumbing plans and specifications including occupant load and number of fixtures.

- ___ Include a riser diagram for all water piping including type of pipe, sizes, and types of fittings
- ___ Include a riser diagram for the drain, waste, and vent system including type of pipe, sizes and types of fittings
- ___ Show the separation between the water service and sewer
- ___ Show drinking fountains or bottled water

- ___ For copper tubing, show the fittings, type of pipe, and lead-free solder
- ___ Show the type of backflow protection provided (RPZ required floor drains)
- ___ Provide catalog cuts for all fixtures, faucets, and plumbing equipment
- ___ Show indirect drainage and storm water pipe locations
- ___ Show the type and location of all special valves, appliances, and devices
- ___ Indicate thermal expansion tank, temperature relief, and vacuum reliefs as necessary for water heaters
- ___ Indicate type of roof drainage, area of discharge, type and size of pipe, location of cleanouts, and location of secondary (emergency) system (primary and secondary systems shall be separate systems)
- ___ Show the location(s) of all drainage pipe cleanouts
- ___ Show details for accessible access to the plumbing fixtures: size of water closets enclosure, height of water closet, grab bars, lavatory, tissue holder, mirror, and length of grab bars

SPRINKLER PLAN REVIEW

Submission to include complete sprinkler plans show all sprinkler locations

- ___ Show water flow test, pressure, location, time, date, witness, and season adjustment
- ___ Indicate the type of pipes, joints, fittings, dimensions, and lengths
- ___ Indicate sprinkler protection for all areas and square footage for each sprinkler
- ___ Show the number, type, and temperature rating for all sprinklers
- ___ Include catalog cuts for all sprinklers, pipe fittings, and equipment
- ___ Show the building occupancy and submit details for process and storage equipment
- ___ Include section and plan views of racks or shelving and storage heights
- ___ Include description of special systems; show valves and trim
- ___ Indicate locations of gauges, test valves, main and auxiliary drains
- ___ Indicate arrangement, drainage, piping, threads, and height for the fire department connection
- ___ Show flushing and documentation for the underground or lean-in connection
- ___ Show that a 200 psi hydrostatic test will be witnessed by the local official
- ___ Perform a main drain test to obtain the static and residual pressures
- ___ Indicate hose rack layouts storage areas in compliance with NFPA 231 or 231C)
- ___ Show the location and details for hangers
- ___ Indicate supervision of valves and flow switches
- ___ For hydraulically calculated systems, including complete calculations, sprinkler system summary sheet and flow diagrams
- ___ Indicate all reference points or nodes
- ___ Show the calculations used to obtain all special design densities

FIRE ALARM REVIEW

Submission to include a floor plan showing the location of all equipment and devices

- _____ Include catalog cuts for all equipment
- _____ Include a zone chart or device address list
- _____ Include battery calculations that include all power-consuming devices
- _____ Show name of monitoring agency and listing of the agency
- _____ Include voltage drop calculations for the initiating and alarm device circuits
- _____ Include sequence of operations and special applications
- _____ Show type of wire and protection of wire when exposed to physical damage
- _____ Show system test which indicates a test for each device

SPECIAL EXTINGUISHING SYSTEM REVIEW

Submission to include a floor plan showing the location of all equipment and devices

- _____ Include catalog cuts for all equipment
- _____ Include a zone chart or device address list
- _____ Include batter calculations that include all power-consuming devices
- _____ Show name of monitoring agency and listing of the agency
- _____ Include voltage drop calculations for the initiating and alarm device circuits
- _____ Include sequence of operations and special applications
- _____ Show type of wire and protection of wire when exposed to physical damage
- _____ Show system test which indicates a test for each device