

# COMMERCIAL PLAN REVIEW CHECK LIST

## PLEASE COMPLETE ONE FORM FOR EACH PROJECT

### PLEASE PRINT

PAYEE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
BUILDING NAME: \_\_\_\_\_  
BUILDING ADDRESS: \_\_\_\_\_  
POLITICAL SUBDIVISION (TOWNSHIP, BORO: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
OCCUPANCY CLASSIFICATION: \_\_\_\_\_  
BUILDING SIZE (GROSS SQUARE FEET): \_\_\_\_\_  
STORIES (including basement): \_\_\_\_\_ TYPE OF CONSTRUCTION: \_\_\_\_\_

### TYPE OF SUBMISSION

- NEW BUILDING                       MODIFICATION TO EXISTING BUILDING  
 ADDITION                               REVISION TO APPROVED PLANS

### REQUIREMENTS FOR FINAL PLAN APPROVAL

- \_\_\_ Complete set of drawings (including electrical, mechanical, plumbing, energy)  
\_\_\_ Minimum 15"by 24" size paper  
\_\_\_ Floor plans, elevations and typical cross sections  
\_\_\_ Door and window schedule  
\_\_\_ Room finish schedule  
\_\_\_ Minimum scale of 1/8" = 1'0"  
\_\_\_ Name, address and telephone number of owner must be indicated on all submitted documents  
\_\_\_ Copies of any reference documents such as approved systems or engineered systems, not in the IBC being used.  
\_\_\_ Sprinkler plans and specifications  
\_\_\_ Fire alarm plans and specifications