

**Professional Code Services, Inc.**  
4035 Gibsonia Rd.  
Gibsonia, PA 15044  
[www.pcs-codes.com](http://www.pcs-codes.com)

**Non-Residential Construction Document Review**  
Ph 724-449-2633  
Fax 724 449-2673

### Section I General Information

(Please Print clearly)

**Model Code:** \_\_\_\_\_ (PA-2009 IBC)

Location of Structure: \_\_\_\_\_

Municipality: \_\_\_\_\_

\*Applicant Name: \_\_\_\_\_

Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Ph: \_\_\_\_\_

Ph: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

\*Applicant will be billed unless otherwise noted

### Section II Structure Information

Use Group Classification: \_\_\_\_\_ If Mixed Use, describe each use by floor or by square footage of space: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

Construction Type: \_\_\_\_\_ Height: \_\_\_\_\_ Stories: \_\_\_\_\_

Total square footage (building footprint): \_\_\_\_\_

Occupant Load per floor: \_\_\_\_\_

Occupant Load per Assembly Room(s): \_\_\_\_\_

### Section III Hazardous Materials

Are any hazardous materials stored or used in a production process within this structure: Yes No

If you answered NO, skip to Section IV.

If you answered Yes, list chemical makeup and the amount: \_\_\_\_\_

\* Material Safety Data Sheets (MSDS) shall be submitted with the construction documents. The amount of each material and the location of the room or space in which the material is to be used or stored must be clearly indicated.

### Section IV Fire Protection

Yes No Is this structure protected throughout with an automatic sprinkler system? If yes, signed and sealed sprinkler drawings (1 set) shall be submitted with the application.

Yes No Is this structure protected throughout with a Fire Alarm system? If yes, signed and sealed Alarm drawings (1set) shall be submitted with the application.

The information contained in this application is true and accurate to the extent of my knowledge. The attached document review instructions have been read and are understood.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **Construction Document Review Initial Submittal Instructions**

**Four (4)** complete sets of construction documents shall be submitted with the application (including all Specifications Manuals & Structural Calculations).

**One** Energy compliance worksheet or signed **ComCheck** for building envelope, lighting and mechanical installations.

All construction documents shall be signed and sealed by a PA registered design professional.

A site Plan shall be submitted with each set of drawings.

Three (3) copies of a Soils Report sealed by a PA registered design professional shall be submitted (New Work Only)

One set of signed and sealed Sprinkler drawings (if applicable) in accordance with NFPA 13 shall be submitted.

One set of signed and sealed Fire Alarm drawings (if applicable) in accordance with NFPA 72 shall be submitted.

The application has been completed and signed.

The instructions page (this sheet) has been read and signed.

### **General Instructions**

Upon receipt of a completed application and the required construction drawings, a code review in accordance with the adopted model Building Code will be performed by a Certified Plans Examiner. Reviews are conducted in the order they are received. A detailed list of comments (if applicable) will be forwarded to the applicant. The submitted construction drawings will be retained by **PCS**. Four (4) sets of revised construction documents (if required) as well as a corresponding response to the comments shall be submitted for a re-review. The construction drawings will only be stamped “Approved” when all code violations are corrected.

Note: The review fee includes an initial review and (1) re-review of the revised drawings. A fee in the amount of 50% of the original fee will be charged if a Third review is required. The “Approved” construction documents will not be released for permitting until all invoices are paid in full.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_