

# **COVID-19**

## **Building Permit & Building Inspection Instructions**

Due to the COVID-19 situation, the following regulations will be in place effective May 1, 2020, until further notice.

### **Building / Zoning Permits**

- All complete Building / Zoning permit packages shall be submitted in hardcopy AND via email to [permits@westgoshen.org](mailto:permits@westgoshen.org).
- Applicant will deliver complete Building / Zoning permit packages, using the Township Building payments drop box or by US Mail until further notice.
- A valid applicant's email address is required.
- Upon approval of Building / Zoning permit, applicant will be contacted via email with the permit amount due.
- Applicant will deliver permit payment, using the Township Building payments drop box or by US Mail, until further notice.
- Once payment is received, applicant will receive an email of the approved permit and permit display form for the job site.

### **Building Inspections**

#### **Inside Inspections Requirements**

- Minimum forty-eight (48)-hours for all inspections.
- Only one (1) person is allowed to accompany our Inspectors, whether it is the General Contractor, Prime Contractor, etc.
- Masks or face coverings shall be worn at all times by those persons accompanying Inspectors and maintain 6' social distancing at all times. No masks, no inspections.
- If masks are not present, the inspection doesn't occur and there will be a \$75 failed inspection fee, payable prior to new inspections.
- Inspections will occur between 7:00 AM and 3:00 PM, Monday through Friday. No weekend inspections are permitted.
- All PA and CDC Guidelines must be complied with.

## **Outside Inspections**

- Minimum forty-eight (48)-hours for all inspections.
- Masks or face covering shall be worn at all times by those persons accompanying Inspectors and maintain 6' social distancing at all times. No masks, no inspections.
- If masks are not present, the inspection doesn't occur and there will be a \$75 failed inspection fee, payable prior to new inspections.
- Inspections will occur between 7:00 AM and 3:00 PM, Monday through Friday. No weekend inspections are permitted.
- All PA and CDC Guidelines must be complied with.

# GUIDANCE FOR BUSINESSES IN THE CONSTRUCTION INDUSTRY PERMITTED TO OPERATE DURING THE COVID-19 DISASTER EMERGENCY

## INTENT

The virus that causes Coronavirus 2019 Disease (“COVID-19”) is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to safeguard public health and safety. Previously, the Governor and Secretary of Health ordered most construction projects to cease unless they were supporting life-sustaining businesses or activities. Recognizing that the construction industry is vital to Pennsylvania’s economy, construction activities may resume in accordance with this guidance.

Businesses in the Commonwealth that have been permitted to maintain in-person operations during the disaster emergency, other than health care providers, must take several precautions to protect their employees, their employees’ families, and members of their communities. Businesses that are permitted to maintain in-person operations are those authorized under the [Governor’s and Secretary’s Non-Life Sustaining Business Closure Orders](#), an exemption from those orders, or subsequent applicable order from the Governor and Secretary. All businesses (especially those that were originally closed and later permitted to re-open a portion of their operations) must review these guidelines and commit to ensuring the health and safety of their employees and the public, including construction businesses currently conducting in-person operations and those now able to resume activities.

## BUSINESSES SUBJECT TO THIS GUIDANCE

Beginning May 1, 2020, all businesses in the construction industry in the Commonwealth, including those in new construction, renovation, and repair, as well as land subdivision and design-related field activities, are [permitted to maintain in-person operations](#) pursuant to the Governor’s and Secretary of Health’s April 20, 2020 amendments to the Business Closure Orders so long as their activities strictly adhere to this guidance. Construction projects previously granted an exemption to continue in-person operations may continue operations but must adhere to this guidance.

Prior to May 1, all businesses in the construction industry should continue to follow existing Administration orders and guidance, and may continue to maintain in-person operations to the extent authorized by any existing exemptions.

## POLICY

It is the policy of the Administration to ensure that all businesses in the construction industry subject to this guidance conduct operations in the manner best designed to prevent or mitigate the spread of COVID-19 and ensure the safety of the employers, employees and the public as a whole.

All construction businesses authorized to conduct in-person operations in the Commonwealth must adhere to requirements of this guidance, as well as all applicable business and building safety orders issued by the Secretary of Health.

Local political units may elect to impose more stringent requirements than those contained in this guidance. In such instances, businesses must adhere to the more stringent requirements.

## ALL CONSTRUCTION ACTIVITIES

All businesses and employees in the construction industry must do the following:

- Follow all applicable provisions of the [Order](#) of the Secretary of Health providing for business safety measures, issued April 15, 2020, including but not limited to provisions requiring that every person present at a work site wear masks/face coverings, and provisions requiring the establishment of protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19.
- Follow all applicable provisions of the [Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.
- Follow other applicable [Department of Health](#) (DOH) and Centers for Disease Control and Prevention (CDC) [guidance](#).
- Require social distancing (6-foot minimum distance between workers) unless the safety of the public or workers require deviation (e.g. drywalling, team lifting).
- Provide hand wash stations at appropriate locations on the site such as building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
- Implement cleaning or sanitizing protocols at all construction sites and projects. Identify and regularly clean and disinfect areas that are at high risk for transmission (requirements to clean common areas and regularly trafficked spaces periodically).
- Ensure all gatherings are limited to no more than 10 people, maintaining 6-foot social distancing, when required to meet, even when conducted outside.
- Use virtual meetings, and disseminate information electronically to the extent feasible.
- Stagger shifts, breaks, work areas and/or stacking of trades where feasible to minimize workers on site.
- Limit tool sharing and sanitize tools if they must be shared.
- Employ jobsite screening based on CDC guidance to determine if employees should work. Prohibit from working any employees with any symptoms of COVID-19. Encourage sick employees to stay home.
- Prohibit unnecessary visitors to any project or work site, and limit supplier deliveries.
- Limit access to enclosed spaces to the extent feasible.
- Ensure workers are traveling to and from the job site separately. Wherever possible employees should not share a vehicle.
- Identify a “Pandemic Safety Officer” for each project or work site, or, if a large-scale construction project, then for each contractor at the site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of this guidance for the protection of employees, suppliers, and other personnel at the site.

## RESIDENTIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines residential buildings as “detached one-family and two-family dwellings and townhouses which are not more than three stories above grade plane in height with a separate means of egress and their accessory structures.”

- All residential construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, such projects may not permit more than four persons on the job site at any time inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity.

## **NON-RESIDENTIAL OR COMMERCIAL CONSTRUCTION**

The Uniform Construction Code (34 Pa. Code § 401.1) defines “Commercial construction” as “a building, structure or facility that is not a residential building.” This definition includes multi-unit housing and student housing.

- All commercial construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, enclosed projects or portions of enclosed projects, may not permit more than four persons on job sites of 2,000 square feet or less, and
- One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet. These numbers are inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity. Enclosed square footage shall include all areas under roof that are under active construction at the time.
- Commercial construction firms, including particularly those managing large-scale construction projects, should consider strongly establishing a written Safety Plan for each work location containing site specific details for the implementation of this guidance to be shared with all employees and implemented and enforced by the designated Pandemic Safety Officer.

## **PUBLIC CONSTRUCTION**

Elected political subdivisions (or “local political units” as described in the Governor’s guidance), and other public entities should continue to use best judgment in exercising their authority to conduct critical construction projects. All construction decisions should appropriately balance public health and safety while ensuring the continued safety of critical infrastructure. When possible, local political units and public entities should postpone non-essential projects and only proceed with essential projects when they can implement appropriate social distancing and cleaning/disinfecting protocols, and should adhere to this guidance on all construction projects.

Local political units and public entities should officially communicate to contractors whether their specific project will be resumed. Notwithstanding any general authorization to resume construction activities, contractors should not resume work on public construction projects until directed to do so by the applicable governmental unit.

Certain commonwealth agencies and independent commissions have already issued guidance for critical or essential projects that are continuing. Those specific agency or commission directives should be followed unless there is a direct conflict with these guidelines, in which case these guidelines control. Contractors working on public construction projects must follow construction restart or resumption plans established by that agency or commission.

## **INSPECTIONS AND APPRAISALS**

Beginning May 1, 2020, in-person inspection and appraisals related to construction financing loans, and UCC building code plan review and inspection services may be conducted as necessary for all construction projects authorized under this guidance.

## QUESTIONS AND FURTHER GUIDANCE

Businesses that have questions about whether this guidance applies to them may email the Department of Labor and Industry at [RA-LIBOIS-BUILDINGS@pa.gov](mailto:RA-LIBOIS-BUILDINGS@pa.gov).

Answers to frequently asked questions involving application of the Employee Safety Order is available [here](#).

Businesses in the construction industry may wish to refer to PennDOT's COVID-19 Guidance for Restarting Construction Projects which provided a process for restarting construction projects that were suspended in response to COVID-19 mitigation. The guidance is available [here](#).

Help is available for people who are struggling with their mental or emotional health or feeling anxious or overly stressed contact the Crisis Text Line by texting PA to 741-741.

## ENFORCEMENT

Enforcement actions against violators of the Governor's and Secretary of Health's Orders Closing Businesses That Are Not Life Sustaining commenced on March 23, 2020, and is ongoing.

Law enforcement officers should refer to Enforcement Guidance available online [here](#).

## ADDITIONAL INFORMATION

For the most up-to-date, reliable information, please continue to refer to the Commonwealth of Pennsylvania's website for Responding to COVID-19 in Pennsylvania: <https://www.pa.gov/guides/responding-to-covid-19/>.



# **TOWNSHIP OF WEST GOSHEN**

## **COMMERCIAL CODE PACKAGE AND INSPECTION REQUIREMENTS**







**TELE/DATA:** Construction documents shall be signed and sealed by the design professional, drawn to scale upon suitable material and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the code official. **Plans must be signed and sealed by the registered design professional responsible for this work.**

Construction documents shall indicate where penetrations will be made for telecommunication systems and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.

**USE & OCCUPANCY:** A change in Use or Occupancy of any commercial space requires the issuance of a Use and Occupancy permit from West Goshen Township.

For existing spaces undergoing a **change of tenant only** without any new work, an application with two sets of sealed drawings showing the layout of the space, emergency lighting and exit signs, locations of means of egress, occupancy loads and egress calculations are required.

**Changes in Use and occupancy requiring construction or changes in the Use Group of the building shall be subject to all provisions of the applicable codes.**

**ENERGY:** All plan submissions must include energy calculations, specifications and details based on the International Energy Code and using the Com-Check software program as applicable. Submission must include all calculations and checklists. The Program is free and downloadable from [http://www.energycodes.gov/comcheck/ez\\_download.stm](http://www.energycodes.gov/comcheck/ez_download.stm)

**NOTE:** See the PLAN SUBMISSION STANDARDS section for additional requirements.

# PLAN SUBMISSION STANDARDS: West Goshen Township, PA

**2003 International Building Code.** Code includes many sections that contain specific requirements for what should be included on the construction documents that are submitted with the application for permit. Building requirements are located but are not limited to the following chapters of the 2003 IBC:

<u>SECTION</u>	<u>SUBJECT MATTER</u>
Chapter 3	Use & Occupancy Classifications
Chapter 7	Fire-resistant Rated Construction
Chapter 9	Fire Protection Systems
Chapter 10	Means of Egress
Chapters 11 & Appendix E	Accessibility
Chapter 12	Interior Environment
Chapter 14	Exterior Walls
Chapter 15	Roofs Assemblies and Roof Top Structures
Chapter 16	Structural Design
Chapter 19	Concrete
Chapter 21	Masonry
Chapter 27	Electric Wiring, Equipment and Systems
Chapter 28	Mechanical Systems
Chapter 29	Plumbing Systems
Chapter 31	Special Construction
Chapter 33	Safeguards During Construction

***EXAMPLE: PLAN SUBMISSION STANDARDS***

Code Section (Ref.)	Description	Requirements
Chapter 7	Fire-resistant Materials and Construction	Type of Construction; fire-resistance ratings of structural elements and assemblies; materials and proposed methods for protection of joints and penetrations; fireblocking methods

## DESIGN PROFESSIONAL

A seal will be required for all commercial construction. Additional, a seal may be required for any of the following construction activities:

- Structural changes to an existing building.
- Alterations to an existing building.
- Engineered masonry construction.
- Soils reports.
- Caisson/pile foundation designs.
- Truss drawings.
- Special Inspections Program.
- Pole signs.
- Roof mounted satellite dishes equal to or greater than some established diameter.
- Ground mounted satellite dishes equal to or greater than some established diameter.
- In ground swimming pools.
- Plans for water based Fire Suppression Systems.



**Table PS-3  
Fire Protection Systems Plan Submission Standards**

<b>Code Reference</b>	<b>Requirement Description</b>	<b>Remarks</b>
Chapter 9	Fire Protection Systems	Required Construction Documents. Area to be protected and type of system. Fire Alarm and Detection systems. Standpipe Systems. Fire Command Center.

**Table PS-4  
IMC 2003 Mechanical Plan Submission Standards**

<b>Code Reference</b>	<b>Requirement Description</b>	<b>Remarks</b>
106.3.1	Plans	Provide Two (2) Copies Of Sealed Mechanical Plans, engineering calculations, materials, diagrams and other data including manufacturers specifications. Plans must be to scale and show location of all penetrations for the mechanical system and associated piping. Fire stopping and structural protection.
Chapter 3	General Regulations	Equipment and locations, Installation, Piping support, condensate disposal, access and service space and heating and cooling load calculations.
Chapter 5	Exhaust systems	Clothes dryers, Domestic and commercial kitchen hoods, commercial kitchen makeup air, fire suppression systems.
Chapter 8	Chimneys and Vents	Provide The Location, Material, Termination Height And Clearance To Combustibles For Chimneys Shown On The Plans.









# WEST GOSHEN TOWNSHIP FEE SCHEDULE

Effective May 9, 2019

Applications are available online at [www.westgoshen.org](http://www.westgoshen.org) under "Forms" or related services. To find the Code of Ordinances, go to "Links" on the homepage, then "Township Code Online".

## II. Commercial, Retail, Office, Multi-Unit Dwelling Building Permits

**Surcharge:** There is a \$4.50 State Mandated Fee attached to each permit. Submit contract or estimate with permit application. Calculated at 1% of the actual cost of construction, with a minimum fee. A fee with no established minimum depicts a flat fee.

1. **New Construction– Multi-Unit dwellings (not including townhouses); buildings for commercial, retail, office, institutional or professional uses (but excluding professional office that is part of the practitioner’s own residence).** **\$350 Minimum**
2. **Alterations, Additions, and Accessories** **\$350 Minimum**  
*Soil & Erosion Permits are required for stormwater quality control on additions more than 10% of total site area, or more than 2000 sq. ft. of additional impervious cover.*
3. **New & Replacement** **\$200 Minimum**  
**Plumbing, HVAC, Alarms, Sprinklers, and any permanent systems**
4. **Electrical** **\$ 50**  
*Inspections are performed by an approved third party agency.*
5. **Re-Roofing (Structural Changes)** **\$350 Minimum**
6. **Re-Roofing (Non-Structural)** **\$350**
7. **Temporary Trailers, Tents, and Buildings (limited to 6 months)** **\$150**
8. **Flagpoles** **\$350 Minimum**
9. **Fence – Permit required only if fence exceeds 6 ft. in height** **\$350**
10. **Cell Towers (New)** **\$350 Minimum**
11. **Antennae - Collocating on Existing Structure (fee based per antennae)** **\$150**
12. **Satellite Dish or similar structure** **\$150**
13. **Demolition (fee based per structure)** **\$150**
14. **Use & Occupancy**  
**New Construction** **\$150**  
**Existing Commercial Building- Change of Use/Tenant** **\$ 75**
15. **Signs** **\$ 50**  
**Free standing signs over 6 feet** **\$350 Minimum**
16. **Re-Inspections (any inspection beyond 2)** **\$ 75**  
**If in the opinion of the Building Official, the construction for which an inspection has been requested is not ready for the inspection (beyond 2), such that the inspector has to reschedule the inspection, an additional fee shall be paid to the Township prior to the reinspection.**
17. **Code Violations**  
**Starting construction without proper permits** **Permit fee is doubled**

# WEST GOSHEN TOWNSHIP FEE SCHEDULE

Effective May 9, 2019

Applications are available online at [www.westgoshen.org](http://www.westgoshen.org) under "Forms" or related services. To find the Code of Ordinances, go to "Links" on the homepage, then "Township Code Online".

## III. Special Permits/Fees\*

### A. Road-Opening

1. Utility Application Fee \$ 50
2. General Permit Inspection Fee
  - a. Surface Openings – These fees are calculated on the total linear feet of the opening being permitted within different areas fo the right-of-way. Total linear feet of opening each 100 foot increment or fraction thereof.
    1. Opening in pavement \$ 40
    2. Opening in shoulder \$ 20
    3. Opening outside pavement and shoulder \$ 10

If a longitudinal opening simultaneously occupied two or more highway areas identified in subparagraph (a), only the higher fee will be charges. Linear distances shall be measured to the nearest foot.

- b. Surface opening of less than 36 square feet (e.g., service connections performed independently of underground facility installation, pipe line repairs, each opening.
  1. Opening in pavement \$ 30
  2. Opening in shoulder \$ 15
  3. Opening outside pavement and shoulder \$ 10

If an opening simultaneously occupies two or more highway areas identified in subparagraphs (1-3), only the higher fee will be charged.

- c. Above-ground facilities (e.g., poles, guys and or anchors if installed independently of poles.
  1. Up to 10 physically connected above-ground facilities (each continuous group) \$ 20
  2. Additional above-ground physically connected facilities (each pole with appurtenances) \$ 2

### B. Sewer Construction Permits (Call Sewer Treatment Plant at (610) 696-0900 to confirm fee).

1. Connection
  - a. New Residential \$200
  - b. Existing Dwelling Residential \$200
  - c. Commercial/Industrial \$200
2. Tapping Fee
  - a. New & Existing Residential \$3,871
  - b. New Commercial/Industrial (per 1 EDU= 241.2 gallons) \$3,871

### C. On-Site Septic Pumping

1. Administative Fee \$ 20

































Township use only

Permit # \_\_\_\_\_

Date: \_\_\_\_\_

Uniform Construction Code (UCC)

**SPECIAL INSPECTIONS AND OBSERVATIONS STATEMENT** (page 1)

This statement must accompany permit applications for all construction for which special inspections and observations are required in section 1704 and 1709 of the <i>International Building Code 2006</i> .	
Project Name:	
Project Address:	
Owner:	Telephone:

This is to certify that all the inspections and observations that I have checked on pages 2 **and** on page 3 of this statement are required for the project named above and will be performed by the designated individuals or firms. By signing this statement, I also acknowledge that:

- these inspections and observations must be performed by competent individuals in accordance with the requirements of the IBC Chapter 17 (as applicable) and that the construction work must comply with West Goshen Township-approved plans and specifications and all applicable provisions of the Uniform Construction Code;
- records of all required special inspections and testing observations (including any discrepancies and methods of correction of these discrepancies) will be retained and made available to West Goshen Township representatives, upon request; and,
- The Final Report section of this statement must be signed by me and a copy of this statement submitted to the Building inspector, at the time that the final inspection is performed and before a certificate of occupancy is issued.

\_\_\_\_\_  
Name of Design Professional in Responsible Charge

\_\_\_\_\_  
Signature of Design Professional in Responsible Charge

\_\_\_\_\_  
PA License Number                      Date signed

**PLEASE AFFIX SEAL IN SPACE TO THE LEFT.**

Township use only  
**Permit #** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## SPECIAL INSPECTIONS AND OBSERVATIONS STATEMENT (page 2)

CHECK EACH THAT APPLIES	TYPE OF SPECIAL INSPECTION OR OBSERVATION	NAME AND ADDRESS OF INDIVIDUAL AND/OR FIRM PERFORMING INSPECTION OR OBSERVATION	CREDENTIALS (Enter acronym from page 3. If "Other," please specify special training or basis for competency to perform work.)
	Inspection of Fabricators		
	Inspection of Steel Construction		
	Inspection of Concrete Construction		
	Inspection of Masonry Construction		
	Inspection of Wood Construction		
	Inspection of Soil Conditions		
	Structural Observations		
	Inspection of Driven Deep Foundations		
	Inspection of Cast-in-Place Foundations		
	Inspection of Helical Pile Foundations		
	Inspection of Vertical Masonry Foundation Elements		
	Inspection of Sprayed Fire-Resistant Materials		
	Inspection of Mastic & Intumescent Fire-Resistant Coatings		
	Inspection of Smoke Control systems		
	Inspection of Exterior Insulation & Finish System (EIFS)		

Township use only

Permit # \_\_\_\_\_

Date: \_\_\_\_\_

## SPECIAL INSPECTIONS AND OBSERVATIONS STATEMENT (page 3)

<b>FINAL REPORT</b>	<b>Required Special Inspections or Observations:</b>	
	<input type="checkbox"/> Inspection of Fabricators <input type="checkbox"/> Inspection of Steel Construction <input type="checkbox"/> Inspection of Concrete Construction <input type="checkbox"/> Inspection of Masonry Construction <input type="checkbox"/> Inspection of Wood Construction <input type="checkbox"/> Inspection of Soil Conditions <input type="checkbox"/> Structural Observations <input type="checkbox"/> Inspection of Driven Deep Foundations	<input type="checkbox"/> Inspection of Cast-in-Place Deep Foundations <input type="checkbox"/> Inspection of Helical Pile Foundations <input type="checkbox"/> Inspection of Vertical Masonry Foundation Elements <input type="checkbox"/> Inspection of Spray Fire-Resistant Materials <input type="checkbox"/> Inspection of Mastic and Intumescent Fire-Resistant Coatings <input type="checkbox"/> Inspection of Smoke Controls <input type="checkbox"/> Inspection of Exterior Insulation & Finish System (EIFS)
<p>I certify that I have reviewed the report on each of the inspections or observations checked above. These reports indicate that the covered work is in compliance with West Goshen Township-approved plans and specifications and all applicable provisions of the Uniform Construction Code.</p> <p style="text-align: right;">_____ Signature of Design Professional in Responsible Charge</p> <p style="text-align: right;">_____ Date signed (Day/Month/Year):</p>		
KEY for use in <b>CREDENTIALS</b> column: (on page 2)	<b>ACI</b>	American Concrete Institution Certified Concrete Field Testing Technician
	<b>AWS</b>	American Welding Society Certified Welding Inspector
	<b>ASNT</b>	American Society of Non-Destructive Testing
	<b>AWCI</b>	Association of Wall and Ceiling Industries
	<b>MCA</b>	Model code agency (ICC, BOCA, SBCCI, ICBO) special inspection certification
	<b>PA</b>	Professional Architect (currently licensed)
	<b>PE</b>	Professional Engineer (currently licensed)
	<b>OTHER</b>	Specialized training coursework or other basis for competency deemed acceptable

## West Goshen Township Commercial Plan Submission Checklist

The following sheet is to be completed by **Design Professional in Charge** and included with all applications for permit. **Other requirements as determined by the Code Official may be required or requested based on scope of project.**

- 1. Two sets of plans including
  - a. Site Plan (Land Development required for new buildings & additions) \_\_\_\_\_
  - b. Life Safety Plan \_\_\_\_\_
  - c. Signed and sealed Architectural Plans \_\_\_\_\_
  - d. Signed and sealed Accessibility Plan \_\_\_\_\_
  - e. Structural plans signed and sealed by engineer \_\_\_\_\_
  - f. Signed and sealed Structural Calculations \_\_\_\_\_
  - g. Signed and sealed Electrical Plans by engineer (reviewed and stamped by third party agency) \_\_\_\_\_
  - h. Signed and sealed Energy Plans \_\_\_\_\_
  - i. Signed and sealed HVAC/Mechanical Plans by engineer \_\_\_\_\_
  - j. Signed and Sealed Mechanical calculations \_\_\_\_\_
  - k. Signed and Sealed Plumbing Plans \_\_\_\_\_
  - l. Signed and Sealed Fire Protection and Alarm Plans \_\_\_\_\_
- 2. Completed Building Permit Application \_\_\_\_\_
- 3. Completed Electrical Permit Application \_\_\_\_\_
- 4. Completed Electrical Permit for Tele/Data \_\_\_\_\_
- 5. Completed HVAC Permit Application \_\_\_\_\_
- 6. Completed Plumbing Permit Application \_\_\_\_\_
- 7. Completed Fire Protection Permit Application(s) \_\_\_\_\_
- 8. Completed Use and Occupancy Application \_\_\_\_\_
- 9. Com-Check Energy Calculations \_\_\_\_\_
- 10. Health Department signed approved plans (if applicable) \_\_\_\_\_
- 11. Zoning Decision (When relief is required) \_\_\_\_\_
- 12. Highway Occupancy Permit (Where required) \_\_\_\_\_
- 13. 1 copy of soils report (New Buildings and additions) \_\_\_\_\_
- 14. Special Inspection and observations statement \_\_\_\_\_
- 15. Insurance Certificates \_\_\_\_\_
- 16. Emergency contact numbers for contractors \_\_\_\_\_

Design Professional In Charge: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State and Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

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**Do not write below this line**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_