

Application for: **COMMERCIAL PLAN REVIEW**

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1 THE PROCEDURE:

1. Complete this application package & submit to HMT
2. HMT will review plans for UCC compliance & stamp approved set
3. Pick up stamped approved set from HMT when review complete
4. The Municipality can issue your building permit *when you deliver* your stamped approved set of plans to them

2 HAVE INCLUDED THE FOLLOWING:

Yes

- Complete APPLICATION FOR PLAN REVIEW
- Complete PLAN REVIEW SUBMITTAL CHECKLIST
- Complete CONSTRUCTION PLANS (3 copies)
- Enclosed INITIAL REVIEW FEE of \$250.00* check to
HMT & Associates, Inc.
*(*Plan review will be billed at \$50/hr and any additional review costs beyond the initial fee will be collected prior to release of approved plans)*

3

DATE

Applicant's Signature

APPLICATION FOR PLAN REVIEW

DATE _____

APPLICANT INFORMATION (FINANCIALLY RESPONSIBLE PARTY):

APPLICANT NAME: _____ Phone: (____) _____

OWNER NAME: _____ Phone: (____) _____

ADDRESS (NO PO BOX) : _____

CITY: _____ STATE: _____ ZIP: _____

LOCATION OF PROPERTY: _____

PARCEL I.D. NUMBER: _____

ZONING DISTRICT OF PROPERTY _____

SETBACKS: From Right Property Line: _____ Ft. From Left Property Line: _____ Ft.
From Front Property Line: _____ Ft. From Back Property Line: _____ Ft.

LOT SIZE: _____
PRIVATE

WATER SUPPLY: _____ PUBLIC _____ PRIVATE
SEWAGE DISPOSAL: _____ PUBLIC _____

SUBDIVISION: _____

PROPOSED USE OF BLDG/STRUCTURE: _____

DESCRIPTION OF CONSTRUCTION: _____

ARCHITECT/ENGINEER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (_____) _____

BUILDER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE:(_____) _____

APPLICATION FOR PLAN REVIEW (cont'd)

CANONSBURG BOROUGH

WORKER'S COMPENSATION INFORMATION:

INSURER: _____
NAME OF POLICY HOLDER: _____
POLICY NUMBER: _____ EXPIRATION DATE: _____
CONTRACTOR'S FEDERAL OR STATE EMP. ID#: _____

DENIED

APPROVED

MUNICIPALITY: CANONSBURG BOROUGH _____
BUILDING INSPECTOR

THE APPLICANT: _____
(please print)

In consideration of the issuance of a building permit to the undersigned Applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in inspecting work of the Applicant, employees of The Municipality are only performing their duties to require compliance with the minimum requirements of the applicable Ordinances of The Municipality pursuant to the policy power of The Municipality and are not warranting to the Applicant or to any third party the quality or adequacy of the design, engineering or work of the Applicant. Applicant further acknowledges that it will not be possible for The Municipality to review every aspect of Applicant's design and engineering or to inspect every aspect of Applicant's work. Accordingly, neither The Municipality nor any of its elected or appointed officials or employees shall have any liability to the Applicant for defects or shortcomings in such design, engineering or work, even if it is alleged that such defects or shortcomings should have been discovered during The Municipality's review or inspection.

Furthermore, the Applicant agrees to defend, hold harmless and indemnify The Municipality, its elected and appointed officials and employees from and against any and all claims demands, actions and causes of action of any one or more third parties arising out of or relating to The Municipality's review or inspection of the Applicant's design, engineering work or issuance of a permit or permits., or arising out of or relating to the design, engineering or work done by Applicant pursuant to such permit or permits. All references in this Agreement to Applicant's employees, agents, independent contractors, subcontractors or any other persons or entities performing work pursuant to the issuance of the building or grading permit by The Municipality.

Applicant/Owner is responsible for obtaining required highway occupancy permits from the PA Dept. of Transportation. I hereby agree that all applicable provisions of the Township Codes, the Energy Conservation Act 222 of 1990 and the 2004 Uniform Construction Code shall be complied with, as well as the requirements of the Municipal Sewer and Water Authority whether specified or not.

I am fully aware of the U.S. Department of Labor, Occupation Safety and Health Administration (OSHA) standards and understand that I must comply with these standards for the duration of my construction project.

I certify that the information provided in this application package is true and correct.

APPLICANT'S SIGNATURE: _____

DATE: _____

JOB LOCATION:

PLAN REVIEW SUBMITTAL CHECKLIST

CANONSBURG BOROUGH

TITLE SHEET

YES NO

- Name and address of owner. Name and address of person preparing plans
- Index of sheets
- Exact location/address of the proposed building site
- Building construction type and occupancy classification
- Building code used

SITE PLAN

YES NO

- Plans fully dimensioned showing exact location of proposed building in relation to property lines, existing buildings, streets, parking areas, signs, utilities, etc...
- Note the use of all existing and proposed buildings or structures
- Location of permanent access to the street, giving length and width of access and half width of street
- Grades and elevation of the site and the building.
- Indicate the location of fire hydrants, sewer lines, and water lines
- Provide handicap parking, curb ramps, and site accessibility.
- North direction arrow

FOUNDATION / FOOTINGS PLAN

YES NO

- Dimensioned floor plan of foundations and pad footings
- Complete Dimensions and depth below finished grade of all wall and post footing and foundations
- Location and thickness of floor slabs
- Note anchor bolt locations, size, and spacing
- Location and size of uplift or overturning tie down anchors
- Location and details of post connections
- Sections through footings
- Specify allowable soil bearing pressure.
- Special foundation preparations required by the soils report

ELEVATION VIEWS

YES NO

- Elevation Views of each side of the structure
- Indicate type of exterior finish and roof covering
- Height dimensions

FLOOR PLANS

YES NO

- Exact Dimensions of the structure
- Room Sizes
- Identification of the proposed use of all rooms
- Location and size of all doors, windows, and openings, including glazing requirements.
- Indicate the rating of all fire doors

PLAN REVIEW SUBMITTAL CHECKLIST

CANONSBURG BOROUGH

FLOOR PLANS (cont'd)

YES NO

- Location of all appliances (Furnace, Water Heater, Air Conditioner)
- Types of interior ceiling, wall and floor finishes
- Show change in floor levels
- Occupant Loads
- Fire ratings for fire barriers and walls

FRAMING PLANS

YES NO

- Structural Calculations
- Design Loads
- Material Specifications
- Floor Plan including size, location, direction and spacing of girders and joists. Location of crawl holes, screened vents, underfloor furnace
- Ceiling joist framing plan
- Roof framing plan
- Shear wall locations
- Typical reinforcement details for masonry construction. Wall reinforcement, horizontal and vertical, reinforcement around openings, at corners, at intersecting walls, at lintel beams and at piers
- Indicate size and location of attic access.

ROOF PLANS

YES NO

- Show all roof mounted heating and cooling units
- Note direction and pitch of all roof slopes
- Describe all roof coverings
- Prefabricated truss detail and calculations
- Connection details for top and bottom of partition walls
- Framing details at wall openings
- Typical framing at sidewalls and end walls

DETAILS AND SECTIONS

YES NO

- Sufficient detailed and dimensioned sections through portions of the building to adequately clarify the framing details
- Connection details at bearing of individual members
- Wall heights, ceiling heights, heights of openings
- Stair, Handrail and guardrail framing details, including rise, run, and width of stairs, rail heights, and intermediate rail spacing for handrails and guardrails.
- Door and window schedule; size and type of glazing
- Finish schedule noting all wall, ceiling and floor finishes
- Details of special or unusual construction or materials

PLAN REVIEW SUBMITTAL CHECKLIST CANONSBURG BOROUGH

ELECTRIC PLANS

YES NO

- Type of voltage
- Location of all main and sub-panels indicating size and type
- Panel schedule noting circuit identification, overcurrent protection size, including main disconnect
- Load calculation showing total demand load.
- Type size and materials of all conductors and conduits
- Location of all electrical outlets, including lights, receptacles and junction boxes
- Method and location of grounding and bonding
- Location and rating of all electrical appliances
- Circuit schedule
- Identify disconnecting means

PLUMBING PLANS

YES NO

- A single-line drawing of the drain, waste and vent system, providing sizes, dimensions, type and identification of materials.
- Indicate location of all cleanouts
- Termination of vents
- A single-line drawing of the water supply system showing sizes, lengths of runs, type of materials and valves.
- Location of pressure relief valve at water heater, and termination, size and materials of relief tube.
- Indicate type of fixtures, including allowable water consumption and handicap accessibility
- Grades and elevations of sewer lines. Indicate connection of building drain to public or private sewer system. Indicate location of all cleanouts or manholes
- Private septic systems shall be shown noting size of tank and leach field.
- Single-line drawing of gas lines and type of fuel to be used, giving type of materials, size, valves, meter location, regulators and change in pipe sizes.
- Location, type, size and rating (in BTU & CFM) of all appliances

MECHANICAL PLANS

YES NO

- Type of fuel serving mechanical units (wood stoves, furnaces, kilns, boilers etc.).
- Location, type, size and rating (in BTU & CFM) of all HVAC, appliances, etc.
- Type of exhaust vent indicating location and termination
- How combustion and dilution air is provided.
- Fire dampers and assemblies.
- Fire separation between a furnace and/or boiler room and the rest of the structure.
- When mechanical ventilation is used, provide details to ensure minimum required air changes

ENERGY EFFICIENCY COMPLIANCE

YES NO

- Submit calculations for energy conservation per Int'l Energy Conservation Code

ADDITIONAL NOTES:

- 1.) All drawings need to be sealed by Pennsylvania State registered design professional.
- 2.) This Form Should Be returned with your application when all items are complete.

HMT & ASSOCIATES, INC. CONTACT INFO:



HMT & Associates, Inc.
130 Cecil Street
Canonsburg, PA 15317

Tel: 724-916-2245
Fax: 724-916-0075

