

COA – Existing Building Construction Plan Review Checklist

This checklist shall be completed by the design professional pertaining to their expertise and shall accompany permit applications and is provided as a reference tool and is not intended to be exhaustive of all possible code requirements. It may also include more items than a specific set of construction documents may encompass. Fill-in every section of this checklist that is applicable.

*** Failure to obtain approval of drawings and permits prior to install will result in double permit fees, penalties per PA UCC 903, and license suspension or revocation.**

General Requirements:

This first page shall be copied and filled out by **EACH** design professional involved. All drawings shall be signed, sealed, and dated by a design professional (PA licensed architect and/or engineer). The only exception is when **ALL** the following apply per PA-UCC 403.42a(c):

1. The work only involves remodeling or alterations of an existing structure (must use alteration plan review checklist).
2. The work does not change the building's structure or means of egress.
3. The person preparing the plan is not compensated for preparations of the drawings.

All construction documents shall be clearly drawn and remain clear after scanning (by others). They shall indicate the location, nature and extent of the work proposed, and show in **DETAIL** that the work **will conform to the Uniform Construction Code** per PA-UCC 403.42a(e).

Project Name: _____

Project Address: _____

Design Professional: _____ License #: _____

Email: _____ Phone #: _____

Summary of Work Design Professional is Attesting to: _____

***Building & Construction Supervisor or BCO may refuse construction document submittals by design professionals at their discretion for lack of detail and/or code compliance required by the PA-UCC 403.42a(e) noted above.**

Signature: _____

Date: _____

Checklist

Have all other City of Allentown (COA) departments approved this project? A PA-UCC review will **not** begin until **all** these departments have approved this project when required?

☐ Planning – Ord. # Ch. 350, 355

☐ Historic – Ord. # Ch. 328

☐ Floodplain – Ord. # Ch. 298

☐ Engineering – Ord. # Ch. 411, Sewer Ord. Ch. 490, Water Ord. Ch. 633, Utilities Ord. Ch. 609

- ☐ Health – Ord. # 303 Food service/sanitation & # 213 Childcare
- ☐ Zoning – Ord. # Ch. 660
- ☐ Fire – Ord. # Ch. 285

Documents required (The COA does not scan documents over 5 pages):

- ☐ One (1) set of drawings are included in this permit application.
- ☐ One (1) set of submittals are included in this permit application.
- ☐ One (1) set of specifications are included in this permit application.
- ☐ One (1) Site plan is included in this permit application.

-OR-

- ☐ One (1) PDF of all documents required (with notations and review letter if 3rd party approved). Applicant is required to print a field copy of approved stamped plans to always keep on-site.

Code Requirements:

Y	N/A	IEBC Code Section
☐	☐	Applicant must provide a description of the scope of work and a floorplan depicting the overall building floor plan and the work area. <u>601.2</u>
☐	☐	Plans must summarize the existing and proposed uses, including square footage of uses. <u>106.2.1</u>
☐	☐	Plans must depict the building area of each floor and the building height. <u>106.2.1</u>
☐	☐	Plans must state the construction type. <u>106.2.1</u>
☐	☐	Provide a statement on the title sheet of the plans that this project shall comply with 2018 IBC, IMC, IPC, IECC, IEBC, 2017 NEC, 2018 IFGC, 2018 ISPSC (as applicable) <u>along with a detailed code summary.</u>
☐	☐	Plans shall be dimensioned and drawn in a standard architectural or engineering scale.
☐	☐	Is the building in a Flood Zone? If so, building alterations costing more than 50% of the value of the building require compliance with IBC 1612 Flood Design. <u>701.3</u>
☐	☐	Plans must state nature of the project:

Repair (ex. Fire damage repair) Follow IEBC Chapter 4 **401.1**

Level 1 Alteration (ex. Re-roofing) Follow IEBC Chapter 7 **602.1**

Level 2 Alteration (work area up to 50% of building area) Follow IEBC Chapter 8 **603.1**

Level 3 Alteration (work more than 50% of building area) Follow IEBC Chapter 9 **604.1**

Change of Occupancy Follow IEBC Chapter 10 **605.1**

The Following are Other Possible Compliance Methods:

Prescriptive Compliance Method Follow IEBC Chapter 5 and the 2018 Fire Code **301.3.1**

Performance Compliance Method Follow IEBC Chapter 13 **301.3.3**

Tenant Fit Out May follow any of the above methods depending on scope of work

Chapter 3 Provisions for All Compliance Methods:

Y N/A

IEBC Code Section

- ☐ ☐ Buildings classified as a risk category III or IV require higher level seismic design. (Schools, public facilities, hospitals, etc.) **303.3**
- ☐ ☐ Fire escapes must comply with IEBC Section 504. **504**
- ☐ ☐ Replacement windows in Group R-2 must be equipped with ASTM 2090 opening control devices if the window sill is more than 6' above grade **505.2**

Accessibility

Y N/A

IEBC Code Section

- ☐ ☐ Partial Change of Occupancy: Alterations must follow 305.6, 305.7, and 305.8. **305.4.1**
- ☐ ☐ Complete change of occupancy. Must have the following six features: **305.4.2**
 - 1. One accessible building entrance
 - 2. One accessible route from the accessible entrance to the areas of primary function
 - a. Note: an accessible route is not required to the Type B units
 - 3. Accessible signage per IBC 1111
 - 4. Accessible parking if there is on-site parking
 - 5. One accessible passenger loading zone if on-site loading zones are provided
 - 6. An accessible route outside connecting the accessible parking or loading zone to the accessible entrance
- ☐ ☐ Additions: Addition must comply with accessibility requirements of new construction. An accessible route must still exist to accessible toilet rooms and drinking fountains if these are contained in the existing part of the building. **305.5**
- ☐ ☐ Alterations: Alterations must comply with requirements of new construction with the following exceptions: **305.6**
 - 1. Exception 1: The altered area is not required to be on an accessible route unless it contains an area of primary function or the accessible toilet facilities and drinking fountain.
 - 2. Exception 2: An accessible means of egress is not required in existing buildings. For example, existing stairways are not required to be widened.
 - 3. Exception 4: Type B dwelling units are not required if less than 50% of the building area is altered.
- ☐ ☐ Alterations: Additional requirements for alterations affecting the area of primary function: **305.7**
 - 1. Alterations containing an area of primary function must have an accessible route to the entrance and to accessible toilet facilities and drinking fountains.
 - 2. The cost of providing accessibility is not required to exceed 20% of the project cost.
 - 3. Alterations involving type B dwelling units does not trigger further accessibility provisions.
- ☐ ☐ Alterations: If an alteration involves a building entrance, min. one building entrance must be accessible. **305.8.1**
- ☐ ☐ Alterations: If a new stairway is added where none existed before, that stairway must comply with accessibility dimensions in the IBC. **305.8.4**
- ☐ ☐ Alterations: Ramps in existing building may have a slope of 1:8 with up to a 3" rise, or a slope of up to 1:10 with up to a 6" rise. Otherwise, ramps must be sloped 1:12. **305.8.5**

- ☐ ☐ Alterations: Dwelling or sleeping units being altered or added must comply with Sec. 1107 of the IBC to the extent that 50% of units being altered are accessible **305.8.6**
- ☐ ☐ Alterations: R-2 dwelling units where more than 20 units are altered or added, Type A units must be provided in proportion to the number of units being altered or added, not in proportion to the total number of units in the entire building. **305.8.7**
- ☐ ☐ Alterations: Where four or more dwelling or sleeping units are being added or altered or when alterations to dwelling units or sleeping units encompasses more than 50% of the building, all units altered or added must be Type B units as required by IBC 1107.7. **305.8.8**
- ☐ ☐ Alterations: The maximum height of thresholds is $\frac{3}{4}$ ". **305.8.14**

Chapter 4 Repairs:

- | Y | N/A | <u>IEBC Code Section</u> |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Replacement glass in hazardous locations must be safety glazing if required to be tempered by IBC 2406. <u>402.1</u> |
| ☐ | ☐ | Repairs should be done in a manner that maintains the existing level of fire protection. <u>403</u> |
| ☐ | ☐ | Increased gravity loads of the building of more than 5% will require full compliance with the current code. <u>503.3</u> |
| ☐ | ☐ | Existing electrical and equipment can be repaired or replaced with like material. <u>406.1</u> |
| ☐ | ☐ | Repairs should be done in a manner that maintains the existing level of fire protection. <u>403</u> |

Chapter 7 - Level 1 Alterations:

- | Y | N/A | <u>IEBC Code Section</u> |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Increased gravity loads of the building of more than 5% will require full compliance with the current code. <u>503.3</u> |
| ☐ | ☐ | Replacement windows in Group R-2 must be equipped with ASTM 2090 opening control devices if the window sill is more than 6' above grade <u>702.4</u> |
| ☐ | ☐ | The alteration must not lessen the level of fire protection already in existence <u>703.1</u> |
| ☐ | ☐ | The alteration must not adversely affect the means of egress for the building <u>704.1</u> |
| ☐ | ☐ | Reroofing must comply with IEBC 705 <u>705</u> |

Chapter 8 – Level 2 Alterations -- Follow all the items in Chapter 7 PLUS the following:

- | Y | N/A | <u>IEBC Code Section</u> |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Minimum ceiling height of newly created habitable and occupiable spaces is 7'. <u>801.3 Exception 4</u> |
| ☐ | ☐ | Existing vertical openings such as stair towers must be enclosed in a 1-hour rated walls and doors unless complying with one of the 14 exceptions in 802.2.1 <u>802.2.1</u> |
| ☐ | ☐ | Guards must be installed if there is no existing guard. Existing guards which are still study may remain even if they do not meet all the size requirements for new construction. <u>802.5</u> |
| ☐ | ☐ | Automatic sprinkler systems required when the work area is required by the IBC to have sprinkler protection and the work area exceeds 50% of the floor area of the story being altered <u>803.2.2</u> |

- ☐ ☐ When an automatic sprinkler system is installed, the sprinkler system must be supervised by a fire alarm system (flow and tamper switches required) **803.2.4**
- ☐ ☐ Standpipes required when the work area is on a story more than 50' above or below the lowest level of fire department access and the work area involves an exit or corridor used by multiple tenants **803.3**
- ☐ ☐ Fire alarm and detection system required in group E, I-1, I-2, I-3, R-1, and R-2 occupancies **803.4**
- ☐ ☐ Smoke alarms required for sleeping and dwelling units in I-1 and Group R occupancies. Interconnection of smoke alarms within the dwelling units is required. **803.4.3**
- ☐ ☐ Carbon monoxide alarms must be installed in Group I-1, I-2, and R occupancies. The entire occupancy must be provided with CO alarms, not just the work area. **804.1**
- ☐ ☐ Every occupied story containing Level 2 alterations must comply with the minimum number of exits required by the IBC based on the occupancy and occupant load of that story **805.3**
- ☐ ☐ Fire escapes used as a second means of egress must comply with IEBC 805.3.1.2 **805.3.1.2**
- ☐ ☐ Group A occupancies with an occupant load >300 must have a main entrance per IEBC 805.3.3 **805.3.3**
- ☐ ☐ Egress doors serving an occupant load greater than 50 must swing in the direction of exit travel **805.4.2**
- ☐ ☐ Doors opening onto an exit passageway or stairway must be self-closing **805.4.3**
- ☐ ☐ Doors in the egress path for Group A with occupant load >100 must have panic hardware **805.4.4**
- ☐ ☐ Corridor doors must be solid doors or be fire rated **805.5.1**
- ☐ ☐ Dead-end corridors must not exceed 35' **805.6**
- ☐ ☐ Means of egress lighting must be installed in accordance with IBC 1008 **805.7.1**
- ☐ ☐ Exit signs must be installed per IBC 1013, must be illuminated and provided with emergency power **805.8.1**
- ☐ ☐ Handrails must be provided on at least one side, stairways >66" wide must have handrails on both sides **805.9.1**
- ☐ ☐ Increased gravity loads of the building of more than 5% will require full compliance with the current code. **806.2**
- ☐ ☐ Increased lateral loads to the building of more than 10% will require full compliance with the current code. **806.3**
- ☐ ☐ Electrical: All newly installed equipment and lighting must comply with the NEC **807.1**
- ☐ ☐ Electrical: All existing wiring in work areas of A-1, A-2, A-5, H, and I must be upgraded to meet the NEC **807.3**
- ☐ ☐ Mechanical: Spaces converted to habitable or occupiable space must be provided with mechanical ventilation per the IMC. **808.1**
- ☐ ☐ Plumbing: When the occupant load increases by more than 20%, plumbing fixtures must be provided in quantities per IPC Table 403.1. **809.1**
- ☐ ☐ Energy: Altered areas must comply with the IECC, unaltered areas do not have to comply with IECC **810.1**

Chapter 9 – Level 3 Alterations -- Follow all the items in Chapter 7-8 PLUS the following:

Y	N/A	<u>IEBC Code Section</u>
☐	☐	High rise buildings more than 75' must comply with IEBC 902.1. <u>902.1</u>
☐	☐	Boiler and furnace rooms must be enclosed in a 1-hour fire-rated construction <u>902.2</u>
☐	☐	High rise buildings, rubbish and linen chutes, upholstered furniture or mattresses require sprinklers <u>904.1</u>
☐	☐	Areas of alteration must be provided with a fire alarm system if required by IBC 907 <u>904.2</u>
☐	☐	High rise buildings, rubbish and linen chutes, upholstered furniture or mattresses require sprinklers <u>904.1</u>
☐	☐	Egress lighting and exit signs must be provided from the highest floor under alteration down to and including the level of exit discharge. <u>905</u>

Chapter 10 – Change of Use:

Y	N/A	<u>IEBC Code Section</u>
☐	☐	Special uses: Covered or open mall buildings, motor-vehicle related occupancies, aircraft related occupancies, motion picture projection rooms, stages and platforms, special amusement buildings, incidental use areas, hazardous materials, ambulatory care facilities, I-2 occupancies, and underground buildings must comply with the IBC <u>1002.1</u>
☐	☐	The electric service must be upgraded to meet the requirements of the new occupancy. <u>1007.3</u>
☐	☐	Change of occupancy triggering ventilation or exhaust requirements must comply with the IMC. <u>1008.1</u>
☐	☐	Increased plumbing fixture requirements must comply with the IPC. <u>1009.1</u>
☐	☐	Light and ventilation must comply with IBC Chapter 12 for the new occupancy. <u>1010.1</u>
☐	☐	Where a portion of an existing building is changed to a new occupancy and the building follows a nonseparated mixed-use approach per IBC 508.3, the entire building must comply with the most restrictive occupancy requirements of IBC Ch. 9. Where a portion of an existing building is changed to a new occupancy classification and the building follows a separated mixed-use approach per IBC 508.4, only the new occupancy must comply with the applicable requirements of IBC Ch. 9. The remainder of the building must be separated from the new occupancy with fire barriers as indicated in IBC Table 508.4. <u>1011.1.1</u>
☐	☐	Fire sprinkler system must be provided if required by IBC 903. <u>1011.2.1</u>
☐	☐	Fire alarm system must be provided if required by IBC 907. <u>1011.2.2</u>
☐	☐	Use Table 1011.4 to determine means of egress hazard. If the new use is in a higher hazard category than the prior use, follow IEBC 1011.4.1. If the new use is in the same of a lower category, then follow IEBC 1011.4.2. <u>1011.4</u>
☐	☐	Interior stairways must be enclosed as required by IBC 1023. <u>1011.7.2</u>

Chapter 11 – Additions:

Y N/A

IEBC Code Section

- ☐ ☐ The addition must comply with the IBC, IMC, IPC, IECC, and NEC. **1101.1**
- ☐ ☐ The addition must not cause the building to fall out of conformance with structural integrity, fire safety, means of egress, or the capacity of mechanical, plumbing, or electrical systems. **1101.2**
- ☐ ☐ The addition must not cause the building to fall out of conformance with height, area or fire protection area limits in the IBC. **1102**
- ☐ ☐ Smoke alarms required for sleeping and dwelling units in I-1 and Group R occupancies. Interconnection of smoke alarms within the dwelling units is required. **1104.1**
- ☐ ☐ Carbon monoxide alarms must be installed in Group I-1, I-2, I-4, and R occupancies. The entire building must be provided with CO alarms, not just the work area. **1105.1**