



Whitemarsh Township

COMMERCIAL PLAN SUBMISSION

3 complete sets of plans, which include the following:

- A. **Site Plan:** Scaled drawing, which shows the size and location of all new construction all existing structures on the site. Distances from structure(s) to lot lines and to other structures on site. Impervious and building coverage. Utilities including fire hydrants, landscaping, easements, curb and gutter, curb cuts, walkways, slope of driveways, grading including retaining walls, drainage and a north arrow. Parking areas, setbacks and etc. to be included.
- B. **Specifications:** Requirements for submittal may vary on how much information is shown on construction drawings.
- C. **Architectural:** Dimensioned plans for each floor that shows room layouts and use of space. Also includes elevation views; wall sections; schedules for windows, doors and finishes; stair dimension and details, such as riser height, tread width, guard/handrail height and headroom dimension. Include all information used for building height or size increases. **Plans must be signed and sealed by a registered design professional responsible for this work.**
- D. **Foundation:** Included on the dimensioned plan is the allowable soil bearing pressure, the depth of the foundation and the proposed materials to construct the foundation. **Plans must be signed and sealed by a registered design professional responsible for this work.**
- E. **Accessibility:** Provide a plan that shows all accessible features of building, including routes, both interior and site, entrances and means of egress, areas of refuge, facilities and elevations, hardware, handrail ramps and other requirements for an accessible building per the IBC and ICC/ANSI A 117.1
- F. **Life Safety:** Provide a plan that shows egress calculations, occupancy loads and uses for each room, travel distance, exit widths, emergency lighting and exit signs.
- G. **Structural:** Typical floor and roof framing plans. The plan(s) size of members to be used, allowable stresses and all the information to erect the joints, beams, rafters, columns or girders within the structure including calculations. **A registered engineer must seal all structural plans.**
- H. **Mechanical:** Location, size and listed/labeled information for all equipment and appliances that comprise parts of the buildings mechanical system. Ventilation and exhaust calculations, schedules, supply and exhaust duct work, chimney termination, materials and any other information required to complete the buildings HVAC System. **Plans must be signed and sealed by a registered design professional responsible for this work.**



Whitemarsh Township

COMMERCIAL PLAN SUBMISSION

Continued

- I. **Plumbing:** Includes isometric riser diagrams for potable water supply and the drain waste and vent systems with the locations and materials specified for all the piping and fixtures within the plumbing system. Also details of special devices (backflow preventer, grease traps, etc.) shall be shown. Storm water drainage calculations and devices shall be included in the submission. **Plans must be signed and sealed by a registered design professional responsible for this work.**
- J. **Electrical:** Drawn to scale upon suitable material and shall include the location, nature and extent of work proposed, including and shown in detail that it will conform to the provisions of the electrical code and relevant laws, ordinances, rules and regulations as determined by the code official. **Plans must be signed and sealed by a registered design professional responsible for this work.**
- K. **Fire Protection:** When required, the construction documents may include a submission for the suppression system, the fire alarm system, the smoke control system, single/multiple station detectors, standpipes, fire department connections and fire extinguisher(s) size and location. All plans must meet a minimum NISSET Level III Certification. **A registered engineer must sign and seal all Fire Alarm, Sprinkler and Kitchen Extinguishment plans.**
- L. **Energy:** All plan submissions must include energy calculations, specifications and details based on the International Energy Code.
- M. **Use & Occupancy:** A change in the Use and Occupancy of any commercial space requires the issuance of a Use and Occupancy Permit from Whitemarsh Township.

For existing spaces undergoing a change in tenant only without any new work / alterations to the space, 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.



Whitemarsh Township

COMMERCIAL PLAN SUBMISSION CHECKLIST

1. THREE COMPLETE PRINTED SET AND ONE DISK SET OF PLANS THAT INCLUDE:

- a. Site Plan (including Parking) _____
- b. Signed and Sealed Architectural Plans (if Applicable) _____
- c. Signed and Sealed Accessibility Plan (if Applicable) _____
- d. Life Safety Plan _____
- e. Signed and Sealed Structural Plans _____
- f. Signed and Sealed Structural Calculations _____
- g. Signed and Sealed Electrical Plans by Engineer _____
- 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 Plans (NISET Level III) _____
 - i. Fire Alarm _____
 - ii. Sprinkler System _____

2. COMPLETED BUILDING PERMIT APPLICATION _____

3. COMPLETED ZONING PERMIT _____

4. REGISTRATION OF ALL CONTRACTORS _____

(All contractors must be registered and show proof of Workmen's Compensation / Liability. Plumbing Contractors are required an annual registration fee.)