



Borough of Doylestown Building and Zoning Department  
57 West Court Street, Doylestown, PA 18901  
215.345.4140

**COMMERCIAL BUILDING AND ZONING PERMIT APPLICATION COMPLETION CHECKLIST**  
**YOU MUST COMPLETE THIS CHECKLIST AND ATTACH IT TO YOUR APPLICATION**

Complete this application checklist by:

1. Writing the plan sheet number (or page number) where the listed information can be found in your application.
2. Check each box on the checklist to confirm that item is attached or shown on the plans on the sheet you referenced.
3. Signing the checklist on the last page.

Before submitting your permit and plans please double check that you have included the required information. More detail is better than less, and incomplete submissions will delay your permit.

**A. Zoning/Site Plan (minimum scale than 20' = 1" )**

Provide 2 copies of the plans showing all of the following:

**Applicant**

- Zoning/ Site Plan information is on sheet or page \_\_\_\_\_.
- Name, address, and phone number of applicant and owner
- Address of site (location of the work)
- Note on plan as to whether property is/is not in HARB . (Circle One)
- North arrow & drawing scale
- Property lines & dimensions (measurements)
- Setback lines to indicate required yards
- Existing improvements on the land and their dimensions– i.e. house, porch, deck, shed, driveways
- Proposed improvements and their dimensions– clearly indicated that this is the proposed work
- Distances from any existing and proposed structures to the property lines
- Streets and alleys (with labels)
- Driveway location and information
- Sidewalks, curbs, curb cuts, ramps, street lights, parking meters,
- Location and square footage of all structures on the property
- Total square footage of existing living space and square footage of proposed additional space
- Trees with trunk diameter of 6" or more that are located within 50 foot of proposed work
- Show all accessible parking spaces and signage per ICC/ANSI A117.1 and the *International Building Code* on site plan
- Show accessible curb cuts, ramps and access ways to the building
- Show all buffer and screening landscaping.

- Show trash enclosure and location
- Show all required parking and loading spaces and calculations

**B. Building Plans (Preferred scale ¼" = 1' )**

Provide 2 copies of the plans showing all of the following:

**Applicant**

- Floor plan information is on sheet(s) or page(s) \_\_\_\_\_
- Structural plan information is on sheet(s) or page(s) \_\_\_\_\_
- Foundation plan information is on sheet(s) or page(s) \_\_\_\_\_
- Sectional detail is on sheet(s) or pages(s) \_\_\_\_\_
- Window and door schedule is on sheet(s) or pages(s) \_\_\_\_\_
- Code review is on sheet or page \_\_\_\_\_
- Name, address, and phone number of applicant and owner
- Address of site (location of the work).
- Drawing scale
- Building elevations for each side of structure
- Floor plan for each floor (including basement and attic) including square foot and room use identification
- Smoke detector placement is indicated in the floor plans
- Necessary egress windows are labeled as such the floor plans
- Foundation plans including all vapor barriers, insulation, and construction materials
- Crawlspace and attic ventilation information
- Type and location of all anchorage hardware, including specific type hold downs and hurricane straps
- Beam, header , girder, columns and post sizes and material
- Directions, size, support, placement, and spacing for all ceiling, framing, and roofing members
- Window and door schedule showing all sizes and energy efficiency information
- Stairways and handrails with measurements
- Floor and wall assemblies and treatment of any penetrations
- Fire separations and ratings
- Sectional view showing detail of footings through roof
- Header sizes and materials, include design calculations for any header longer than 6 foot.
- Dimensions of all required access openings
- Identify all construction materials
- Show all required energy efficiency features (For additions attach ComCheck sheet)
- Provide basement percentage-below-grade calculations.
- Indicate roof slopes and drainage systems
- Show fixed seating for assembly occupancy to allow determination of occupancy posting required by International Building Code.
- All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed the rating of construction being penetrated. The penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers. New penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.
- Provide on the drawings the calculations for the means of egress widths for the entire floor occupancy load and the existing capacity of all exits including all stairs, doors, corridors and ramped exits.
- Show required ventilation louvers and vent sizes.
- If appropriate for the proposed occupancy, plans should identify all hazardous material control areas, fire barriers and the required fire-resistance ratings for these barriers. All identified control areas shall

list the name, class, quantity and method of storage of all hazardous materials processed, manufactured or used in a manufacturing process and contained within its fire barriers. Provide a Material Safety Data Sheet for each listed hazardous material. See sections 414 and 415 of the International Building Code.

### **C. Plumbing Plans (Preferred scale ¼" = 1' )**

Provide 2 copies of the plans showing all of the following:

**Applicant**

- Plumbing plan information is on sheet(s) or page(s) \_\_\_\_\_
- Riser diagram is on sheet(s) or page(s) \_\_\_\_\_
- All fixtures are shown
- All pipe and venting is shown
- Dimensions of all required access openings
- Manufacturers specifications are included for any mechanical vents

### **D. Mechanical Plans (Preferred scale ¼" = 1' )**

Provide 2 copies of the plans showing all of the following:

**Applicant**

- Mechanical plan information is on sheet(s) or page(s) \_\_\_\_\_
- Manufacturers spec sheets are attached for any piece of equipment being installed
- Location, type and fuel source for all mechanical equipment shown
- Location and CFM of all mechanical ventilation shown
- Size and location of all ventilation openings
- Diagrams of all duct work
- Indicate the design and/or operation for any of the following applicable life safety systems: emergency generators, smoke evacuation, shaft pressurization and relief, smoke detection, egress and emergency lighting, and fire alarms.

### **E. Electrical Plans (Preferred scale ¼" = 1' )**

Provide 2 copies of the plans showing all of the following:

**Applicant**

- Electrical plan information is on sheet(s) or page(s) \_\_\_\_\_
- Provide panel schedules with circuit and feeder loading, overcurrent protection, and NEC load summaries for all new and/or affected panels and services (loading has to be evaluated by highest phase); include fault current data, short circuit ratings and fault current protection co-ordination.
- Location and type of all outlets, switches and fixtures
- Provide a single line riser diagram showing all new and/or affected services, feeders, wire sizes and insulation types, and conduit sizes and types.
- All submittals should include a listing and labeling statement. (All electrical materials, devices, appliances and equipment shall be labeled and listed by a certified testing laboratory or agency.)

### **F. Fire Protection Plans (Preferred scale ¼" = 1' )**

Provide 2 copies of the plans showing all of the following:

- Complete a sprinkler design data sheet and include it on the first plan of the sprinkler drawings.
- Show floor plans for each floor with sprinkler piping layout, pipe sizes, pipe hanger details, piping materials, doors, walls and room identities.

- Show ceiling plans with sprinkler head(s) layout, walls, soffits, openings, doors, dimensions and room identities.
- Verify system design by providing hydraulic calculations along with the following:
  - Recent water flow test
  - percent safety margin
  - Type of backflow-preventer or reduced pressure zone showing equivalent foot loss
  - Fire pump summary
- Note the type of sprinkler system used (e.g., 13, 13D, or 13R)
- Indicate the certified testing laboratory agency (e.g., U.L.), their test number and hourly ratings of all new and/or affected rated members and assemblies (i.e. columns, beams, floor/ceiling and ceiling/roof fire-rated design assemblies). Show all new and/or affected fire-rated walls with their ratings, if not shown elsewhere.
- All penetrations of fire-rated construction must be per manufacturer's details. Details shall meet or exceed ratings of construction being penetrated. Penetration details shall be exactly as tested by a certified testing laboratory or agency and shall include their system numbers. All new penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.
- Provide a fire alarm riser showing connection to a UL-approved central station. Show tamper switches on both OS and Y valves of backflow prevention device, unless shown elsewhere.
- Indicate commodity class (per section 2303 of the International Fire Code) and height of any storage.
- Provide Material Safety Data Sheets for any hazardous materials (also specified under Architectural Plans.
- Where special temperature-rated or high-temperature sprinklers are required, show sprinkler type(s) per area, office size, cut sheets with K-factor, water requirements, spray pattern, coverage and other pertinent data.
- SYSTEM CALCULATIONS (FIRE PROTECTION) Calculations for hydraulic systems should include:
  - Flow and pressure at each flowing sprinkler head
  - Flow diagram for a grid system.

### **G. Accessibility Plans (Preferred scale ¼" = 1' )**

Provide 2 copies of the plans showing all of the following:

**Applicant**

- Accessibility plan information is on sheet(s) or page(s) \_\_\_\_\_
- 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 IBC and ICC/ANSI A 117.1
- Dimensions and exact locations for all fixtures and controls
- Dimensions, content and locations of all signage

### **H. Required Documentation From Other Agencies**

- Sewer connection permit or letter from BCWS copy attached
- Act 537 planning module exemption letter received from PA DEP and copy attached

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Space Below For Building Department Use Only:**

**Plans are:**

- Approved**
- Denied**
- Returned for more information on above items that have been highlighted or are noted here:**