



A full service provider of
Pennsylvania Uniform Construction Code (UCC) services.

Uniform Construction Code

**Application Package
BUILDING PERMIT /
OCCUPANCY CERTIFICATE
FOR UNCERTIFIED
BUILDING**

Please submit this application package and all required documents to your local Light-Heigel office.

QUESTIONS?

Contact your local Light-Heigel office.

E-mail: Permits@light-heigel.com

Additional Information available at our web site:

www.light-heigel.com

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BUILDING PERMIT/OCCUPANCY CERTIFICATE FOR UNCERTIFIED BUILDING:

Application Requirements

Buildings that were not approved for use or occupancy under pre-UCC statutes (the Fire and Panic and Universal Accessibility Acts) are deemed to be “uncertified buildings” and must meet special UCC requirements spelled out in Act 95 of 2005.

The only exception granted is for buildings that were built before April 27, 1927. If constructed before this date, a building is deemed to be certified (that is, legally occupied), even though no certificate of occupancy has been issued for the building. Only when the building use changes or an owner desires to alter or add on to the building will the building have to comply with UCC requirements.

In order to obtain a UCC certificate of occupancy or to obtain a UCC building permit to alter or add to an uncertified building, all of the following must be submitted:

1. Proof of the date when the uncertified building was constructed.

This may be a copy of a deed or a tax record, a photograph of the building’s cornerstone (if dated), a copy of a check to a contractor which indicates that the amount paid represents a final payment on the building, or some other official document that provides credible information about the date that the building was completed.

2. A completed UCC APPLICATION FOR BUILDING PERMIT.

- If only applying for an occupancy permit to occupy the building legally under the UCC, check only the box labeled “Unapproved Existing Building.”
- If applying for approval to make alterations also check the box labeled “Alteration or Renovation.”
- Please complete this fully. If an informational item does not apply, indicate this by a “NA.”

3. Payment of either:

\$200.00 (the base application fee), if just requesting use and occupancy approval. Note that an additional permit fee will have to be paid for any building changes imposed in order to issue a UCC building permit and certificate of use and occupancy.

OR

If application is also being made for alterations or renovations, please pay the base application fee calculated from the **COMMERCIAL FEE WORKSHEET**.

4. Two (2) complete sets of construction drawings. Drawings must be at least 18” x 24” (but no more than 36” x 42”) in size, drawn to scale of no less than 1/8”=1’.

Before preparing these drawings, please read the Department of Labor and Industry’s

advisory on Act 95 requirements (included in this packet) pertaining to fire safety and accessibility.

These drawings must include:

- Site and location plans showing locations of the building in relationship to adjacent streets, buildings, distances from adjacent buildings and streets. Must show access and egress paths to public ways, and parking. **Flood zone documentation is not required.**
- Elevations either drawn on the plans or shown via photographs. If used, photographs must provide enough detail to show all doors, windows, exterior stairs, height of building and any exterior elements in relationship to grade, plus each **entire** side of the building. **Photographs will not be accepted for any newly constructed areas.**
- Drawn wall sections and /or descriptions of the building components of the exterior walls, floor/ ceiling and roof/ceiling assemblies.
- Floor plans (sketches are unacceptable) showing all components of egress (door swings & sizes, properly drawn stairs, and interior finishes), fire ratings of all required assemblies, all uses of rooms labeled, and new and/or demolition work. **Show all handicapped accessible elements including site requirements, if required by Act 95.**
- Electrical plans showing location of emergency systems (emergency lighting, exit signs, fire alarms, smoke detectors and visual/audible alarms).
- If the existing building is sprinklered, be sure to indicate this on the building permit application.

Note carefully:

If sprinklers are not installed in this building and Act 95 requires them, the certificate of occupancy issued for the building will expire on December 22, 2010. In order for the building to be legally occupied after that date, a Plan Revision application will have to be submitted.

Accompanying the application must be drawings showing sprinkler head layouts, the location of the supply manifold, and shop drawings for the system to be approved. These must be submitted at least two weeks before installation, and the installation must be complete and pass an inspection before December 22, 2010.

5. **Two (2) copies of a site plan** showing the size and location of the new construction, with accurate boundary lines, distances from lot lines, and the established street grades and proposed finish grades.

<p>Project Data</p>	<p>Lot Number: _____ Block Number: _____</p> <p>Does municipality have a zoning ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," has permit been acquired? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," list date acquired: _____</p> <p>Minimum setbacks required by municipal zoning ordinance (in feet): Front: _____ Rear: _____ Right Side: _____ Left Side: _____</p> <p>Sq. ft. of conditioned space _____ Sq. ft. of unconditioned space _____</p> <p>Number of stories above grade _____ Does it have a basement? <input type="checkbox"/> Yes <input type="checkbox"/> No Total floor area (sq. ft.) _____</p> <p>Floor area new construction (sq. ft.) _____ Floor area of addition (sq. ft.) _____ Floor area renovated (sq. ft.) _____</p> <p># of multi-family dwelling units _____ # of accessible dwelling units _____</p> <p>Type(s) of construction per Chapter 6 of the <i>International Building Code</i> (check all that apply): <input type="checkbox"/> IA <input type="checkbox"/> IB <input type="checkbox"/> IIA <input type="checkbox"/> IIB <input type="checkbox"/> IIIA <input type="checkbox"/> IIIB <input type="checkbox"/> IV <input type="checkbox"/> VA <input type="checkbox"/> VB</p> <p>Fire suppression: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None</p> <p>If application applies to an existing building that is "legally occupied", indicate permits held: Fire and Panic Occupancy Permit File Number: _____ Municipal Occupancy Permit Permit Number: _____ Municipality Name _____ L&I UCC Certificate of Occupancy File number: _____</p> <p>If "legally occupied," you must select which code requirements the building will comply with (choose only one): <input type="checkbox"/> <i>International Existing Building Code</i> <input type="checkbox"/> <i>Chap. 34, International Building Code</i></p> <p>Electricity Provider: _____ Gas Provider: _____</p>
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<p>Design Professional In Responsible Charge <u>Seal must be in space to right of name & address.</u></p>	<p>Name: _____ Address: _____ _____ PA License #: _____ E-Mail: _____ Phone: _____ Fax: _____</p>
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Owner Information	Owner Name _____ Street Address _____ City _____ State _____ Zip Code _____ Phone Number _____
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Deferred Submissions	If you are not submitting plans and other documentation for any of the items listed below with this application, check the appropriate box below <u>and</u> indicate this on the first page of each building plan set. <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Truss Shop Drawings (Certified) <input type="checkbox"/> Sprinkler System
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Fees:
 Refer to **COMMERCIAL FEE SCHEDULE**

Applicant's Certification:
 As the owner or the authorized agent of the project for which this application is filed, I certify that:

1. The estimated construction cost and all other information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with the municipal UCC Building Code Official.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the municipal UCC Building Code Official.
6. When required, up to 20% of the total cost of any work performed on an area of primary function in an existing building will be expended to provide an accessible route to the area of primary function.
7. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.

Applicant Name _____
 Street Address _____
 City _____ State _____ Zip Code _____
 Phone Number _____

Applicant Signature _____ Date _____

Uniform Construction Code (UCC)
COMMERCIAL FEE SCHEDULE
 for
Pennsylvania UCC Municipal Enforcement Program

<u>SERVICE</u>	<u>UNIT PRICE</u>
1. New Construction and Additions - Base Fee	\$0.30/ SqFt
2. Remodeling (see definition below) - Base Fee	\$0.20/ SqFt

All Plan Reviews and Inspections required on the standard Commercial Submittal Sheet are included in these permit fees.

Note: Special Inspections required by IBC are at Owners Expense.

See Worksheet below to calculate Building Permit and Sub-category fees.

3. Alterations or Repairs to electrical, gas, mechanical or plumbing installations.	
a. Single Event Permit (one inspection only)	
\$200.00	
b. Annual Permit	
\$200.00	
(Inspections in each appropriate discipline are also required)	
4. Follow-up Inspections for Incomplete or Compliance Inspections for Annual Permit or Single Event Permits requiring additional inspections (per trip)	\$100.00
5. Meeting attendance/Hearing attendance	\$102.00
6. Next Day Mail Service	\$25.00
7. Other services - Provided at No Charge to the Client: Telephone calls, correspondence, mileage, postage	

DEFINITIONS:

Remodeling is work that includes none of the following:

- (1) Change in Occupancy/Use Group.
- (2) Modify Structural or Firewalls.
- (3) Addition or upgrade of electrical, plumbing, or HVAC services.
- (4) Addition to structure of any kind.

Annual Permit – as allowed in the UCC regulation (403.42(f)). Applicant must regularly employ qualified tradespeople. Applicant must keep detailed records of all alterations made under the permit. Applicant will submit copies to the BCO on a predetermined time schedule. BCO will schedule appropriate inspections for modifications made in the previous timeframe. Applicant will be billed for each required Compliance Inspection(s) at the time of inspection.

Instructions for Completing the Permit Fee Worksheet

1. Insert Proposed Total Building Area in Position A of Worksheet.
 - a. If building is new, use Total Building Area.
 - b. If work is addition or remodel, use Total Construction Area.
 - c. Minimum is 3000 SqFt.

2. Choose Proper Usage Group Code Factor from the Chart below and insert in Position B of Worksheet.
 - a. If multiple Usage building, select Primary Usage.

3. Multiply the Area and Usage Factor with the Base Fee to obtain the Building Permit Fee amount for Position D.

4. Calculate Permit Fees for Mechanical, Plumbing, Accessibility/Energy at 25% of the Building Permit Fee. The Electrical Permit is calculated at 30% of the Building Permit Fee. Insert the amounts in Positions E – H as necessary.

COMMERCIAL BUILDING PERMIT FEE WORKSHEET

A. Project or Building Area (Minimum 3000SqFt)				_____ SqFt
B. Usage Group Factor			X	_____
C. Base Fee			X \$	_____
D. Building Permit Fee (BPF)				\$ _____
E. Mechanical Permit Fee	0.25 X	\$ _____	= \$	_____
		(BPF)		
F. Plumbing Permit Fee	0.25 X	\$ _____	= \$	_____
		(BPF)		
G. Accessibility/Energy Permit Fee	0.25 X	\$ _____	= \$	_____
		(BPF)		
H. Electrical Permit Fee	0.30 X	\$ _____	= \$	_____
		(BPF)		
Municipal Administration Fee (Contact your Municipality for the fee amount)			+	\$ _____

TOTAL COMMERCIAL BUILDING PERMIT FEE \$ _____

Usage Group Factors

Factor	Usage Group
2.0	I2
1.6	A1
1.5	(A3-Churches), I3
1.2	A2, A4, (A3-nonchurch), A5 B, E, H5, I1, I4, R1, R4
1.0	R2, R3
0.9	M
0.7	F1, F2, H1, H2, H3, H4, S1, S2
0.5	U

Usage Group definitions per Chapter 3 of current International Building Code.

A Assembly

- A-1 Theaters
- A-2 Restaurants
- A-3 Worship, recreation and amusement
- A-4 Indoor Sports
- A-5 Outdoor Sports

B Business

E Education

F Factory

- F-1 Moderate Hazard
- F-2 Low Hazard

H High Hazard

- H-1 Detonation Hazard
- H-2 Deflagration or Accelerated burning
- H-3 Readily support combustion
- H-4 Health hazards
- H-5 Semiconductor fabrication

I Institutional

- I-1 Ambulatory
- I-2 Hospital
- I-3 Prison
- I-4 Day Care

M Mercantile

R Residential

- R-1 Hotel
- R-2 Apartment House
- R-3 One & Two Family
- R-4 Assisted Living

S Storage

- S-1 Moderate Hazard
- S-2 Low Hazard

U Utility & Misc

Pennsylvania Department of Labor and Industry:
**UCC Fire Safety and Accessibility Requirements for
Uncertified Buildings**
(as specified in Act 95 of 2005)

FIRE SAFETY REQUIREMENTS:

Generally, plans submitted must demonstrate compliance with the fire safety requirements of the International Building Code (IBC) with respect to fire alarms, fire extinguishers, heat and smoke detectors, automatic sprinkler systems and occupancy and incidental use separations.

It is critical to note the following exclusions and limitations pertaining to automatic sprinklers **when they are required by the IBC.**

If construction began on a building **prior to May 19, 1984**, the installation of automatic sprinkler systems is not required.

If construction began on a building **after May 19, 1984**, automatic sprinklers are only required:

- If the building is classified in one of the following use groups: **E (educational), H (high-hazard), I (institutional), or R-1 or R-2(residential)**
- or
- If the building has occupied floors more than 75 feet above lowest level of fire department access.

Exception: Buildings in **use groups R-1 and R-2** which do not have occupied floors more than 75 feet above lowest level of fire department access may, instead of installing automatic sprinkler systems, install hard-wired interconnected heat and smoke detectors in all rooms or spaces, whether they are occupied or unoccupied.

If construction of a building began after May 18, 1984, automatic sprinkler installation required shall be completed within five years of December 22, 2005, or any certificate of occupancy issued shall be invalid.

ACCESSIBILITY REQUIREMENTS:

If construction of an uncertified building began **before September 1, 1965**, no accessibility requirements will be imposed.

If construction of a building began **after August 31, 1965 and before February 18, 1989**, and if the building is a **state-owned building, a restaurant or a retail commercial establishment**, the building must comply with all of the following:

- Have at least one accessible main entrance.
- Have an accessible route from the accessible entrance to any public spaces on the same level as the accessible entrance.

- If toilet rooms are provided, have at least one toilet room for each sex or a unisex toilet room complying with the accessibility requirements of the International Building Code.

If construction of the building began **after February 17, 1989**, all accessibility requirements of the *International Building Code* shall be met.

Uniform Construction Code (UCC)
UCC PLAN REVIEW CHECKLIST

This checklist must accompany permit applications for new buildings/structures, additions and renovation projects (those which exceed the scope of ALTERATIONS-LEVEL 1)

ALL INFORMATION MUST BE FILLED IN, CHECKED OR MARKED "N/A"

Project Name:	
Project Address:	
Owner/Agent:	Telephone:
Design professional or other person we can contact about info on this form and other project details (if same as Owner/Agent, just provide fax # and e-mail address):	Telephone: _____ Fax: _____ E-mail: _____

General Requirements:

All drawings shall be sealed, signed, and dated by a design professional (licensed architect or engineer). The only exception is when all of the following apply:

- a) The proposed work only involves remodeling or alterations of an existing building or structure.
- b) The proposed work does not change the building's structure or means of egress.
- c) The person preparing the plans is not compensated for the preparation of the drawings.

All drawings must be neatly drawn with clean, crisp lettering --- they must remain legible after reduction for microfilming.

Computer-generated vicinity maps obtained from web-based services (such as *MapQuest*) are acceptable, as long as the roadways or street names are legible and will remain that way after reduction for microfilming.

When photographs (including digital ones) are submitted to show building elevations, the images must be in focus and correctly exposed.

A Pennsylvania Department of Transportation (PennDOT) permit allowing access to a highway under its jurisdiction is not required at the time that application is made for a UCC building permit. If the highway occupancy permit issued by PennDOT requires a location of the building/structure differing from that approved under the UCC building permit, applicants must send the municipal UCC BCO a letter requesting a determination whether a revision of approved plans will be required.

While we understand that many items on this checklist may not be included in some alteration or renovation projects, we request that all applicants work through the entire checklist to ensure that any necessary items are included. If any item is not necessary, please check N/A ("not applicable"). This will greatly facilitate review and approval of projects.

If any of the non-mandatory sections (any sections other than Site Plans and Architectural Plans) in this document do not apply to the proposed work, please check the "N/A" box beside the section title (rather than fill in "N/A" next to each item in that section).

SITE PLANS:

- | | | | |
|------------------------------|------------------------------|----|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | a. | Site plans shall be prepared to scale (not less than 1"=20'), with legend, north arrow, and <u>separate</u> vicinity (site location) map. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | b. | Show the correct street address, parcel number and required municipal zoning (if there is local zoning ordinance) on the site plans. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | c. | Show and identify all property lines and rights-of-way, with distance from property lines and adjacent buildings on site plans. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | d. | Show all accessible parking spaces and signage per ICC/ANSI A117.1 and the <i>International Building Code</i> on site plan. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | e. | Show accessible curb cuts, ramps and access ways to the building. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | f. | Show all existing and proposed driveway entrances. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | g. | Identify adjacent land uses and zoning. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | h. | Show all easements, flood ways, and required buffers. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | i. | Show existing and proposed utilities (with backflow preventers) to serve the site. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | j. | Show existing and proposed finish grades. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | k. | Show details, sections, and elevations needed for construction. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | l. | Show all buffer and screening landscaping. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | m. | Show all required parking and loading spaces and calculations. |

ARCHITECTURAL PLANS:

- | | | | |
|------------------------------|------------------------------|----|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | a. | Show architectural floor plans of each floor. These pages must be at least 18" x 24" in size (but not more than 36" x 42"), drawn to a scale of not less than 1/8" = 1'. Indicate (or reproduce) the approved, tested hourly rating, number, and location of all rated members and assemblies (walls, columns, beams, floor and ceiling, and ceiling and roof fire-rated design assemblies). |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | b. | Show the square footage of each floor on the corresponding floor plans. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | c. | Identify the names and uses of each room. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | d. | Furnish door schedule(s), including size, type, rating (if any) and hardware. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | e. | Provide all glazing schedules. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | f. | Show elevations with dimensions defining overall building height, floor-to-floor heights, or heights to ridge and eave as applicable to the type of building construction listed on the UCC application. (Note: Where an existing building is involved, photographs of all sides of the building may be submitted to show elevations. These will be acceptable only if they show <u>all elements necessary to determine compliance with the UCC.</u>) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | g. | Provide basement percentage-below-grade calculations. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | h. | Indicate roof slopes, drainage system and sized through wall scupper, if applicable to the project. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | i. | Show fixed seating for assembly occupancy to allow determination of occupancy posting required by <i>International Building Code</i> . |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | j. | Show wall sections with proposed material sizes, construction, and fire-rated assemblies. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | k. | Show proposed plumbing fixtures and privacy screens on the plans. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | l. | If masonry construction is proposed, include the following information:
___ Type of brick ties and spacing of weep holes
___ Control joints
___ Placement of wall flashing and reinforcement |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | m. | 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 <i>International Building Code</i> . |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | n. | Show the floor slab vapor barrier. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | o. | Show foundation waterproofing, if applicable. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | p. | 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.

- Yes N/A q. Show penthouse drawings.
 Yes N/A r. 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.
 Yes N/A s. Show required ventilation louvers and vent sizes.

STRUCTURAL PLANS: N/A

- Yes N/A a. Show foundation plans indicating the proposed slab elevations and type of foundation (i.e., mat foundation, caissons, spread footings, etc.)
 Yes N/A b. Provide preliminary soil analysis data done by a licensed engineer, if required.
 Yes N/A c. Indicate dimensions of foundations.
 Yes N/A d. Show type, size and location of piling and pile caps for pile foundation.
 Yes N/A e. Indicate grade beam sizes.
 Yes N/A f. Indicate a footing schedule defining footing sizes and the required reinforcing.
 Yes N/A g. Show the established footing depth below grade and method of frost protection allowed in section 1805.2.1 of the *International Building Code*.
 Yes N/A h. Indicate the thickness of the floor slab, size of reinforcing, slab elevations, and type and details of foundations.
 Yes N/A i. Indicate location, size, and amount of reinforcing steel.
 Yes N/A j. Show foundation corner reinforcing bars and minimum overlapping (as applicable to project structure).
 Yes N/A k. Provide strength of concrete according to designed soil reports.
 Yes N/A l. Show beams, joists, girders, rafters, and/or truss layouts and details of connections, structural steel stud gage, gage size, and connections.
 Yes N/A m. Indicate the sizes and species of all wood members and their respective design strength.
 Yes N/A n. Show all columns, girders, joists, purlins, beams, and base plates; for wood construction show all headers.
 Yes N/A o. Provide a complete lintel schedule.
 Yes N/A p. Indicate the type of anchoring for steel bearing directly on masonry.
 Yes N/A q. Indicate design dead and live, wind, snow, seismic loads for floor areas, roofs, balconies, porches, breezeways, corridors, stairs, mezzanines, and platforms. Show concentrated loads, i.e. file rooms, machinery and forklift areas, if greater than those shown on the Code Summary Sheet. Identify shear walls, bracing, strapping, fastening, reinforcement and any special anchoring required.
 Yes N/A r. Where applicable, indicate on roof framing plan where concentrated loads (mechanical equipment, cranes, etc.) will be placed.
 Yes N/A s. Indicate on foundation and framing plans the location and lateral load resisting system. (Show walls, braced frames, moment connections, etc.)

FIRE PROTECTION PLANS: N/A

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

Often, these shop drawings are not available at the time of initial plan submission. If this is the case, write in "NA," but note the following:

- These shop drawings must be submitted for review and approval **at least two weeks before the projected installation date.**
- Failure to obtain approval of these drawings before installation could result not only in delay of the final inspection and issuance of an occupancy permit, but also in removal and reconstruction of installations which fail to meet UCC requirements.

- Yes N/A c. Show ceiling plans with sprinkler head(s) layout, walls, soffits, openings, doors, dimensions and room identities.
- Yes N/A d. Verify system design by providing hydraulic calculations along with the following:
 ___ Recent water flow test
 ___ 10 percent safety margin
 ___ Type of backflow-preventer or reduced pressure zone showing equivalent foot loss
 ___ Fire pump summary
- Yes N/A e. Note the type of sprinkler system used (e.g. 13, 13D, or 13R)
- Yes N/A f. For residential occupancies such as apartments and condominiums, show sprinkler head locations at breezeways, if applicable.
- Yes N/A g. 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 show elsewhere.
- Yes N/A h. 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.
- Yes N/A i. Provide a fire alarm riser showing connection to a UL-approved central station. Show tamper switcher on both OS and Y valves of backflow prevention device, unless shown elsewhere.
- Yes N/A j. Indicate commodity class (per section 2303 of the *International Fire Code*) and height of any storage.
- Yes N/A k. Provide Material Safety Data Sheets for any hazardous materials (also specified under "**Architectural Plans**").
- Yes N/A l. 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): N/A

Hydraulically calculated and pipe schedule fire systems should be designed with a 10 percent safety margin for all new buildings and additions to existing buildings. Calculations for hydraulic systems should include:

- Yes N/A a. Flow and pressure at each flowing sprinkler head
- Yes N/A b. Flow diagram for a grid system.

PLUMBING PLANS: N/A

- Yes N/A a. Show a site utilities plan, if not provided with the civil drawings.
 ___ 1. Show the domestic water, fire, and irrigation services.
 ___ 2. Show the location of water meters, backflow protection type and location.
 ___ 3. Show the sanitary sewer service from building to public sewer or approved private sewage disposal system.
- Yes N/A b. Show interceptors as applicable to project and size by flow rate. (i.e. grease, oil, lint, acid, sand)
- Yes N/A c. Provide plumbing plan layouts for each floor. These should show the water distribution and drain-waste-vent piping, and all details, notes, legends and schedules necessary to define the system being installed.
- Yes N/A d. Show the location of all major components required for a complete system.
- Yes N/A e. Provide fixture and equipment schedule showing fixture number, detailed description, hot water, cold water, waste and vent connection sizes and other pertinent data.
- Yes N/A f. Identify all fixtures on floor plans and in riser diagrams with the plumbing fixture schedule number.
- Yes N/A g. Supply and Waste/Vent piping shall be shown on the floor plans. All pipe sizes shall be clearly shown. In congested areas (e.g. restaurants, grocery stores, etc.), isometrics are required.

- Yes N/A h. On buildings two stories and above, provide isometric diagrams and/or schematic riser diagrams for Supply and Waste/Vent piping and identify the risers by number (e.g. R1, R2, etc.). Show where all riser base terminations connect to the building drain, along with all interconnected piping on each floor plan. All pipe sizes shall be clearly defined.
- Yes N/A i. Show the water, sanitary drain-waste-vent piping and storm leaders/drains. Indicate sizes and materials for above/below grade.
- Yes N/A j. Show slope of horizontal sanitary and storm drains that equal or exceed 3" diameter, if less than 1/8" per foot.
- Yes N/A k. Indicate roof drains and emergency roof drains/scuppers with the areas they impact. Note that "emergency" = "secondary" = "overflow." See following roof drainage examples:
 Roof Drain – 6" RD (16880 SF)
 Emergency Roof Drain – 6" ERD (8180 SF)
 Parapet Wall Scupper – 8" x 5" WS (4000 SF)
 Emergency Scupper – 8" x 7" ES (4200 SF)
- Yes N/A l. Show toilet room layouts with minimum of 1/4" = 1 foot scale.
- Yes N/A m. Show drinking fountain locations.
- Yes N/A n. All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed 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.
- Yes N/A o. Room names and numbers for each floor should be on a floor plan for each level.
- Yes N/A p. Provide minimum facilities calculations.
- Yes N/A q. Column line notations, if provided on the architectural/structural plans, shall be indicated on the plumbing plans.

MECHANICAL PLANS: N/A

- Yes N/A a. Show all required wall louvers, penetrations and fans.
- Yes N/A b. Indicate roof-mounted equipment locations.
- Yes N/A c. Show all mechanical equipment, piping, ductwork (above/below slab) on the mechanical floor and/or roof plan.
- Yes N/A d. Provide mechanical plans for each floor and the roof. These shall show the ductwork layouts, schedules, notes, legends, piping schematics, and details necessary to define the system being installed.
- Yes N/A e. Indicate air distribution devices and show cfm for all supply, return and exhaust devices.
- Yes N/A f. Indicate the location of all equipment components required for a complete system.
- Yes N/A g. Show the smoke ventilation of atriums and pressurization of high-rise stairwells.
- Yes N/A h. Show condensation drains, primary and secondary, from the unit to the point of discharge.
- Yes N/A i. Indicate toilet exhaust requirements.
- Yes N/A j. Show mechanical room layouts at sufficient scale for dimensions and details to be ascertained.
- Yes N/A k. Show the size of duct runs.
- Yes N/A l. Indicate controls for fan shutdown: emergency manual and automatic smoke detection.
- Yes N/A m. Show the location of all UL 555-certified fire dampers, ceiling radiation dampers, smoke dampers, and fire doors.
- Yes N/A n. Show all fire-rated walls (both existing and new) with their ratings on the mechanical plans.
- Yes N/A o. All penetrations of fire-rated construction must be per manufacturer's details.
- Yes N/A p. Room names and numbers for each floor should be on a floor plan for each level.
- Yes N/A q. Provide outside air ventilation rate per the *International Mechanical Code*.
- Yes N/A r. Column line notations, if provided on the architectural/structural plans, shall be identified on the mechanical plans.
- Yes N/A s. Provide gas piping layout on the floor plan for each floor. If it is a multi-story building, all gas piping shall be shown per floor. Include pipe sizes, water column, and type of material. Provide a schedule of connected equipment, total BTUH demand, total equivalent length, and most remote gas appliance.

ELECTRICAL PLANS: N/A

- Yes N/A a. 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.
- Yes N/A b. Provide a single line riser diagram showing all new and/or affected services, feeders, wire sizes and insulation types, and conduit sizes and types.
- Yes N/A c. Indicate number of services and their physical locations; clearly indicate mains and characteristics.
- Yes N/A d. Indicate the grounding electrode conductor size with new and/or affected services and transformers; where necessary provide details or notes on methods.
- Yes N/A e. Show physical locations of all new and/or affected panels and switchgear (indicate front).
- Yes N/A f. Indicate receptacle plans with circuitry.
- Yes N/A g. Indicate lighting plans with circuitry.
- Yes N/A h. Show electrical plans for each affected floor, including the roof.
- Yes N/A i. Show wiring method(s), conduit sizes and types, termination temperature (60, 75, 90) requirements, conductor sizes and insulation types.
- Yes N/A j. 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.
- Yes N/A k. Indicate how special needs such as classified (hazardous), corrosive and patient care are treated. Provide detailed plan of classified areas, the classifications and how complied with (i.e. hangers, waste treatment and collection, flammable dusts, gases or liquids, spray booths, vehicle servicing and parking, etc.).
- Yes N/A l. Provide all HVAC nameplate data, including MCA and MOCP. List all other appliance and/or equipment (other than those which will be connected to a general use receptacle) with nameplate data (i.e. voltage, phasing, HP, KVA, FLA, RLA, etc.).
- Yes N/A m. Indicate all motor horsepower ratings, if not supplied elsewhere.
- Yes N/A n. Indicate the certified testing laboratory or agency (e.g. UL), their test # 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.
- Yes N/A o. All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed ratings of construction being penetrated. 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.
- Yes N/A p. Provide all applicable *International energy Conservation Code* compliance data on the Building Code Summary sheet or on the electrical plans.
- Yes N/A q. 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.)

Uniform Construction Code (UCC)

SPECIAL INSPECTIONS AND OBSERVATIONS STATEMENT

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 2-3 and on page 4 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 sections 1704 and 1709 (as applicable) and that the construction work must comply with the 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 Municipal UCC Officials, upon request; and,
- the Final Report section of this statement must be signed by me and a copy of this statement submitted to the municipal UCC 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 (Month/Day/Year)
PLEASE AFFIX SEAL IN SPACE TO THE LEFT.

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 4. If "Other," please specify special training or basis for competency to perform work.)
<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		

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 4. If "Other," please specify special training or basis for competency to perform work.)
<input type="checkbox"/>	Inspection of Pile Foundations		
<input type="checkbox"/>	Inspection of Pier Foundations		
<input type="checkbox"/>	Inspection of Wood Panels and Veneers		
<input type="checkbox"/>	Inspection of Sprayed Fire-Resistant Materials		
<input type="checkbox"/>	Inspection of Smoke Control		
<input type="checkbox"/>	Inspection of Exterior Insulation & Finish System (EIFS)		
<input type="checkbox"/>	Structural Observations		

FINAL REPORT

Required Special Inspections or Observations:

- 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 Pile Foundations
- Inspection of Pier Foundations
- Inspection of Wood Panels and Veneers
- Inspection of Sprayed Fire-Resistant Materials
- Inspection of Smoke Controls
- Inspection of Exterior Insulation & Finish System (EIFS)

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 the approved plans and specifications and all applicable provisions of the Uniform Construction Code.

Signature of Design Professional in Responsible Charge: _____

Date signed (Day/Month/Year): _____

KEY for use in CREDENTIALS column: (on pages 2 and 3)	ACI	American Concrete Institute Certified Concrete Field Testing Technician
	AWS	American Welding Society Certified Welding Inspector
	ASNT	American Society of Non-Destructive Testing
	AWCI	Association of Wall and Ceiling Industries
	MCA	Model code agency (ICC, BOCA, SBCCI, ICBO) special inspection certification
	PA	Professional Architect (currently licensed)
	PE	Professional Engineer (currently licensed)
OTHER	Specialized training coursework or other basis for competency deemed acceptable	

Uniform Construction Code (UCC)
ENERGY CODE PRESCRIPTIVE COMPLIANCE REPORT

PROJECT INFORMATION		<i>IECC</i> Climate Zone	<i>ASHRAE/IESNA</i> 90.1 Table
Project Name: _____			
Street Number and Name: _____			
City: _____	Zip Code: _____	<input type="checkbox"/> Zone 10B	<input type="checkbox"/> B-13
Political Subdivision: _____	County: _____	<input type="checkbox"/> Zone 11B	<input type="checkbox"/> B-14
		<input type="checkbox"/> Zone 12A	<input type="checkbox"/> B-15
		<input type="checkbox"/> Zone 12B	<input type="checkbox"/> B-16
		<input type="checkbox"/> Zone 13B	<input type="checkbox"/> B-17
		<input type="checkbox"/> Zone 14A	
		<input type="checkbox"/> Zone 15	

PROJECT DESCRIPTION

Building floor area: _____ square feet

New construction Addition (conditioned) Alteration
 Unconditioned shell Unconditioned addition

If using *ASHRAE/IESNA* 90.1 prescriptions, indicate if Semi-heated Space or if Cooled Space

APPLICABLE STANDARDS

Check which standards will be used for each component listed below.

	<i>IECC CHAPTER 8</i>	<i>ASHRAE/IESNA 90.1</i>
Building Envelope	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Systems	<input type="checkbox"/>	<input type="checkbox"/>
Electrical/Lighting Systems	<input type="checkbox"/>	<input type="checkbox"/>

If no Building Envelope box was checked above, please indicate why the building envelope is exempt from the energy conservation requirements:

Peak design rate of energy usage will be less than 3.4 Btu/h/sq. ft.
 Building or structure will be neither heated nor cooled.

Attach either the IECC Chapter 8 or the ASHRAE/IESNA “Prescriptive Report” for each of the components checked above.

IECC Prescriptive Report: BUILDING ENVELOPE

Window and Glazed Door Area/Above Grade Wall Area Ratio: _____ %

Skylights

Total Roof Area: _____ square feet
 Total Skylight Area: _____ square feet
 U-factor: _____
 Assembly Type: _____

R value of slab or below-grade walls: _____

Windows and Glass Doors (list individual assemblies):

Number/Location	PF	SHGC	U

Roof Assembly (list each type of assembly used):

Elements of Roof Assembly	Insulation Between Framing (R-Value)	Continuous Insulation (R-Value)

Floors Over Outdoor Air or Unconditioned Spaces (list each type of assembly used):

Elements Of Floor Assemblies	Insulation Between Framing (R-Value)	Continuous Insulation (R-Value)

Above-Grade Walls (list each type of assembly used):

Elements of Wall Assembly Used	No Framing (R-Value)	Metal Framing (R-Value)	Wood Framing (R-Value)

IECC BUILDING ENVELOPE CHECKLIST (requirements that will also be checked during inspection process):

- All joints and penetrations caulked, gasketed, weather-stripped, or otherwise sealed.
- Windows, doors, and skylights certified as meeting leakage requirements.
- All component R-values and U-factors labeled as certified.
- Stair, elevator shafts, vents and other dampers integral to building envelope are equipped with motorized dampers. (Gravity dampers may be used in buildings less than 3-stories in height.)
- Cargo/loading dock doors weather sealed.
- Recessed lighting fixtures installed per Section 802.3.7
- Vestibule provided at building entrances, with self-closing doors.
- Vapor retarder installed.

IECC Prescriptive Report: MECHANICAL SYSTEMS

Fill in all the requested information for either a simple or complex HVAC system.

Simple HVAC System & Equipment:

The section 803.2.1 design loads calculated per the ASHRAE *Fundamentals Handbook* are:

Heating Load = _____

Cooling Load = _____

803.2.2 HVAC Equipment Performance

Manufacturer Model Number	Capacity	Equipment Efficiency	Table used from Section 803	Required Efficiency

Complex HVAC Systems & Equipment:

The section 803.2.1 design loads calculated per the ASHRAE *Fundamentals Handbook* are:

Heating Load = _____

Cooling Load = _____

803.2.1 HVAC Equipment Performance

Manufacturer Model Number	Capacity	Equipment Efficiency	Table used from Section 803	Required Efficiency

Fill in all the information requested below for the service water heating system.

Section 804 Service Water Heating Equipment Performance

Manufacturer Model Number	Capacity	Equipment Efficiency	Equipment Type	Required Efficiency

IECC Building Mechanical Systems & Service Water Heater Requirement Checklist (requirements that will also be checked during inspection process):

- Load calculations per *ASHRAE Fundamentals Handbook-2001*.
- Plant Equipment and system capacity not greater than needed to meet loads.
- Minimum one temperature control device per zone.
- Stair and elevator shaft vents are equipped with motorized dampers
- Discharge dampers prohibited on constant volume fans & variable volume fans with motors >25hp.
- Balancing and pressure test connections on all hydronic terminal devices.
- Single-duct Variable Air Volume (VAV) terminals reduce primary air before reheating.
- Dual-duct (VAV) mixing boxes installed to minimize mixing.
- Controls capable of resetting supply air temperature (SAT) by 25% of SAT-room temperature difference.
- Minimum one humidity control device per installed humidification/dehumidification system.
- Automatic Controls: Setback to 55 degrees F (heat) & 85 degrees F (cool)
- Outside air supply and exhaust ducts equipped with gravity or motorized dampers with automatic shut off.
- Duct insulation: R-5 unconditioned spaces, R-8 outside building, R-8 between duct and exterior envelope.
- Duct construction per *International Mechanical Code (IMC)*.
- Balancing devices provided in accordance with IMC.
- Minimum pipe insulation per Table 803.3.
- Heat traps in inlet/outlet fittings for service water heating.
- Pipe insulation for Service Water Heating per Section 804.5
- Water temperature controls: 110 degrees F for dwelling units, or 90 degrees F for other occupancies.
- Hydronic three-pipe systems not used.
- Operation and maintenance manual provided to building owner.

IECC Prescriptive Report: Electrical Power & Lighting Systems

Fill in all the requested information for either the entire building method or the tenant portion/portion of the building method.

Entire Building Method:

Building Use or Area Type from Table 805.5.2: _____
Total Area of the Building (Sq. Ft.): _____
Total Interior Light Power (Watts): _____

Tenant Area or Portion of Building Method:

Tenant Area/ Building Portion	Use From Table 805.5.2	Total Area sq.ft.	Total Interior Lighting Power (Watts)

IECC Electrical Power & Lighting Systems Requirements Checklist requirements that will also be checked during inspection process:

- Exterior Lighting: Efficacy greater than 45 lumens/W
- Independent controls for each space (switch/occupancy sensor).
- Master switch at entry to hotel/motel guest rooms.
- Individual dwelling units separately metered.
- Each space provided with a manual control to provide uniform light reduction capability.
- If area is corridor, storeroom, restroom, or lobby; area must be continuously illuminated; areas greater than 250 sq. ft. or use less than 0.6 watts/sq. ft.
- Photocell/astronomical time switch on exterior lighting.
- Tandem wired one-lamp & 3-lamp ballasted luminaries.

ASHRAE/IESNA 90.1 Prescriptive Report: Electrical Power & Lighting Systems

Fill in all the requested information for either the entire building method or the tenant portion/portion of the building method.

Entire Building Method:

Building Use or Area Type from Table 9.3.1.1: _____
Total Area of the Building (Sq.Ft.): _____
Total Interior Light Power (Watts): _____

Tenant Area or Portion of Building Method:

Tenant Area/ Building Portion	Use From Table 9.3.1.2	Total Area Sq. Ft.	Total Interior Lighting Power (Watts)

ASHRAE/IESNA 90.1 Electric Power & Lighting Requirements Checklist (requirements that will also be checked during inspection process):

- Minimum Efficacy of 60 lumens/watts for lamps greater than 100W used for exterior lighting.
- Lighting power for freestanding canopy areas for building entrances with canopies less than or equal to 3 watts per square foot.
- Lighting power for building entrances without a canopy less than or equal to 33 watts per linear foot of exterior door width.
- Lighting power for buildings exits less than or equal to 20 watts per linear foot of exit door width.
- Lighting power for building facades less than or equal to 0.25 watts per square foot of the illuminated area.
- Independent manual or occupancy sensing controls for each space (remote switch with indicator allowed for safety or security).
- Automatic shutoff control for lighting in > 5000 sq.ft. buildings by time-of-day device, occupant sensor or other automatic control.
- Master switch at entry to hotel/motel guest room.
- Photocell/astronomical time switch on exterior lights (except areas requiring lighting during daylight hours).
- Tandem wired one-lamp and three-lamp ballasted luminaires (except high-frequency ballasts; luminaires not on same switch).
- Feeder conductors have been designed for a maximum voltage drop of 2 percent.
- Branch circuit conductors have been designed for a maximum voltage drop of 3 percent.

ASHRAE/IESNA 90.1 Prescriptive Report: Building Envelope

Roof Assembly (list each type of assembly used per table 5.3)

List Building Envelope Option: Residential Non-residential Semi-heated	Opaque Elements	Assembly Max. U	Insulation Min. R

Walls, Above-Grade (list each type of assembly used per table 5.3)

List Building Envelope Option: Residential Non-residential Semi-heated	Opaque Elements	Assembly Max. U	Insulation Min. R

Floor Assembly (list each type of assembly used per table 5.3)

List Building Envelope Option: Residential Non-residential Semi-heated	Opaque Elements	Assembly Max. U	Insulation Min. R

Slab on Grade Floors (list each type of assembly used per table 5.3)

List Building Envelope Option: Residential Non-residential Semi-heated	Opaque Elements	Assembly Max. U	Insulation Min. R

Wall, Below Grade (list each type of assembly used per table 5.3)

List Building Envelope Option: Residential Non-residential Semi-heated	Opaque Elements	Assembly Max. U

Opaque Doors (list each type of assembly used per table 5.3)

List Building Envelope Option: Residential Non-residential Semi-heated	Opaque Elements	Assembly Max. U

ASHRAE/IESNA 90.1 Prescriptive Report: Building Envelope (Continued)

Fenestration (list each type of assembly used per table 5.3)

<u>List</u> Building Envelope Option: Residential Non-residential Semi-heated	% Vertical Glazing	SHGC Multiplier	Assembly Max. U	SHGC North	SHGC All

Skylights (list each type of assembly used per table 5.3)

<u>List</u> Building Envelope Option: Residential Non-residential Semi-heated	Type	% of Roof	Assembly Max.	SHGC Max.

ASHRAE/IESNA 90.1 Building Envelope Requirements Checklist (requirements that will also be checked during inspection process):

- Open-blown or poured loose-fill insulation has not been used in attic roof spaces with ceiling slope greater than 3 in 12.
- Wherever vents occur, vents are baffled to deflect incoming air above the insulation.
- Recessed lights, equipment and ducts are not affecting insulation thickness.
- No roof insulation is installed on a suspended ceiling with removable ceiling panels.
- All exterior insulation is covered with protective material.
- Cargo and loading dock doors are equipped with weather seals.
- Windows & skylights are labeled & certified by the manufactures for U-factor & SHGC.
- Fixed windows & skylights unlabeled by manufacturer have been site labeled using the default U-factor & SHGC.
- Other unlabeled vertical fenestration, operable and fixed, not labeled by the manufacturer, has been site labeled using the default U-factor and SHGC.
- All joints & penetrations are caulked, gasketed, weather-stripped, or otherwise sealed.
- Windows, doors, and skylights certified as meeting leakage requirements.
- Components R-values & U-factors labeled as certified.
- Building entrance doors have a vestibule and equipped with closing devices.

ASHRAE/IESNA 90.1 Prescriptive Report: Mechanical Systems (Simple)

A building that is less than 2 stories in height, and, has less than 25,000 total square feet floor area, and, has a single HVAC zone, must meet the requirements for a simple mechanical system.

If the requirements for a **simple mechanical system** apply, fill in all of the following information.

Cooling (if provided)				
Manufacturer Name		_____		
Mfg'er Specified Efficiency		_____		
<input type="checkbox"/>	Air Conditioner	Min. Efficiency (Table 6.2.1A)	_____	
<input type="checkbox"/>	Heat Pump	Min. Efficiency (Table 6.2.1B)	_____	
<input type="checkbox"/>	Packaged Terminal & Room AC & Heat Pump	Min. Efficiency (Table 6.2.1D)	_____	
		Is Economizer required per Table 6.1.3?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Heating				
Manufacturer Name		_____		
Mfg'er Specified Efficiency		_____		
<input type="checkbox"/>	Heat Pump	Min. Efficiency (Table 6.2.1A)	_____	
<input type="checkbox"/>	Heat Pump	Min. Efficiency (Table 6.2.1D)	_____	
<input type="checkbox"/>	Fuel Fired Furnace	Min. Efficiency (Table 6.2.1E)	_____	
<input type="checkbox"/>	Fuel Fired Boiler	Min. Efficiency (Table 6.2.1F)	_____	
<input type="checkbox"/>	Electric Resistance Heat			
Service Hot Water				
Manufacturer Name		_____		
Mfg'er Specified Efficiency		_____		
		Load calculated per 7.2.1	_____	
		Efficiency/Performance Requirements per 7.2.2	_____	
		Prescriptive Path per 7.3, <u>if combined boiler/service hot water</u>	_____	

ASHRAE/IESNA 90.1 Mechanical Systems (Simplified) Requirements Checklist (requirements that will also be checked during inspection process):

- Energy recovery ventilation required if outside air quality supplied by the system is greater than 3000 cfm & greater than 70% of the supply air quantity at min. outside air designs.
- Manual change over or dual set-point thermostat supplied.
- Heat pump controls to prevent supplemental heater operation.
- Systems controls to prevent reheat or any other form of simultaneous heating & cooling for humidity control supplied.
- Programmable time clock on HVAC systems greater than 15,000 BTU/H & supply fan greater than 3/4/hp.
- HVAC piping shall be insulated in accordance with Table 6.2.4.1.3 insulation suitable for outdoor service.
- Ductwork & plenums insulated in accordance with Table 6.2.4.1.2A & 6.2.4.1.2B and ducted systems air balanced.
- Thermostats shall be interconnected to prevent simultaneous heating & cooling.

ASHRAE/IESNA 90.1 Mechanical Systems (Simple) Requirements Checklist (continued)

- Dampers automatically shut on systems greater than 300 cfm.
- Optimum start controls supplied on systems with capacities greater than 10,000 cfm.

ASHRAE/IESNA 90.1 Service Hot Water Systems Requirements Checklist (requirements that will also be checked during inspection process):

- Service Hot Water Piping Insulation meets 7.2.3
- Temperature maintenance automatic time switches installed (7.2.4.2)
- Outlet temperature controls installed (7.2.4.4)
- Circulating pump controls installed (7.2.4.4)
- Storage temperature controls installed (7.2.4.1)
- Heat traps installed (7.2.6)

ASHRAE/IESNA 90.1 Prescriptive Report: Mechanical Systems (Complex)

If the requirements for a **complex mechanical system** apply, fill in all of the following information.

Heating System Design Load: _____
 Cooling System Design Load: _____

HVAC Equipment Performance per section 6.2.1

Manufacturer/ Model #	Capacity	Equipment Efficiency	Table used from Section 6.2.1	Required Efficiency	1992 Epact

Service Hot Water		
Manufacturer Name	_____	
Mfg'er Specified Efficiency	_____	
	Load calculated per 7.2.1	_____
	Efficiency/Performance Requirements per 7.2.2	_____
	Prescriptive Path per 7.3, <u>if combined boiler/service hot water</u>	_____

ASHRAE/IESNA 90.1 Mechanical Systems (Complex) Requirements Checklist (requirements that will also be checked during inspection process):

- Economizers per 6.3.1
- Simultaneous heating & cooling limitations per 6.3.2
- Air system design & condoles per 6.3.3
- Hydronic system design & control 6.3.2.2.3
- Heat rejection equipment per 6.3.5
- Energy recovery per 6.3.6.
- Exhaust Hoods per 6.3.7
- Radiant Heating systems per 6.3.8
- Hot gas bypass limitations per 6.3.9
- Service hot water piping insulation meets 7.2.3
- Temperature maintenance automatic time switches installed per 7.2.4.2
- Outlet temperature controls installed per 7.2.4.3
- Circulating pump controls installed per 7.2.4.4
- Storage temperature controls installed per 7.2.4.1
- Heat traps installed per 7.2.6