



**CITY OF YORK, PA**  
**C. Kim Bracey, Mayor**

## PLAN REVIEW APPLICATION

(Based on the PA U.C.C.)

**IMPORTANT INSTRUCTIONS: READ BEFORE COMPLETING APPLICATION**  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

1. One (1) COMPLETE set of construction documents (One original paper set and two PDF copies on CDs to include specifications) are required for review.  
One (1) set of construction documents will be returned to you and *shall* be maintained at job site.
2. The plan review and inspection fee (R.I.F.) is due at the time of submission. Any additional review fees are due prior to the Certificate of Occupancy being issued.
3. Plans will not be accepted without payment upon submission!

**PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE**

PROJECT ADDRESS AND NAME

PROPERTY OWNER NAME/ADDRESS/PHONE

DESIGNER NAME/PHONE

Use Group:

Additional use groups if mixed use:

If mixed use, uses will be

Separated ☐

Non-Separated ☐

General Contractor's Name/Phone

Estimated Cost:

Building: \$ \_\_\_\_\_

Electrical: \$ \_\_\_\_\_

Plumbing: \$ \_\_\_\_\_

Mechanical: \$ \_\_\_\_\_

Demolition: \$ \_\_\_\_\_

Construction Type: IA ☐ IB ☐ IIA ☐ IIB ☐ IIIA ☐ IIIB ☐ IV ☐ VA ☐ VB ☐

Sprinkler:

☐ Yes ☐ Fully ☐ Limited Area ☐ NFPA 13 ☐ NFPA 13D ☐ NFPA 13R

☐ No

Building Height: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

☐ New Construction

☐ Renovation

Design: ☐ IBC 2009 ☐ IEBC 2009 ☐ Other \_\_\_\_\_

Applicant Name/Address/Phone

Company Name/Address/Phone

SIGNATURE OF APPLICANT:

DATE:

**BUREAU OF PERMITS, PLANNING AND ZONING**  
**101 SOUTH GEORGE STREET • PO BOX 509 • YORK, PA 17405 717-849-2256**



# COMMERCIAL BUILDING PERMIT PLAN SUBMISSION REQUIREMENTS

PROJECT ADDRESS: \_\_\_\_\_

- ☐ New Construction      ☐ Alteration to an existing structure      ☐ Change of Use  
☐ Addition to an existing structure      ☐ Misc.

☐ **ONE PAPER AND TWO ELECTRONIC SETS OF PLANS TO INCLUDE:**

- ☐ Original seals and signatures (PA Registered Design Professional) on all sheets
- ☐ Zoning approvals, variances and determination letters
- ☐ Planning approval (to include proof of recorded land development plans if required)
- ☐ Index Sheet/Cover Page on each set of plans
- ☐ Code Analysis (change of use should indicate previous use and new use)
- ☐ Site Plans (site plans are not required for interior work except first floor tenant or rooftop equipment)
- ☐ Soils Report and Foundation Plans (required for new buildings or additions to existing buildings)
- ☐ Certificate of Occupancy Application
- ☐ Mechanical Plans (equipment schedule, mechanical symbols, hood details with exhaust locations)
- ☐ Electrical Plans (riser diagrams, electrical symbols, equipment schedules)
- ☐ Plumbing Plans (fixture schedule, riser diagram, details for special devices, storm water drainage)
- ☐ Architectural Plans (dimensioned for each floor level, layouts, fire rated assemblies must have a UL design)
- ☐ Structural Plans (floor and roof framing plans)
- ☐ Fire Protection (fire suppression, fire alarm, smoke control, fire department connections, etc.)
- ☐ Energy Plans (energy calculations, specifications and details)
- ☐ Accessibility Plans (ingress, egress, areas of refuge facilities and elevations, hardware, ramps, etc.)

**By affixing my signature hereto I am indicating that all of the above checked items have been included in the submission of the plans for this project. Additionally I acknowledge that should any of the required items be missing or be deficient the plans may, at the sole discretion of the reviewer, be returned to me for resubmission. I further acknowledge that in the event a resubmission is required, there will be a minimum one (1) hour review fee charge and an administrative fee of thirty-five (\$35) dollars due upon resubmission. The plans will be deemed accepted for review on the date of resubmission as it relates to the thirty (30) business day review period.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted By

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date