



**IBC NEW CONSTRUCTION/ADDITION**  
**PLAN REVIEW CHECKLIST**

**I. Administrative/Supplemental Documents**

1. Design professional seal on three sets of construction documents (*I wet/embossed*):  
☐ Provided ☐ Required
2. Licensed Contractor named: ☐ Provided ☐ Required ☐ N/A
3. Approved Special Inspection Agency: ☐ Provided ☐ Required ☐ N/A
  - a. Statement of Special Inspections Form: ☐ Provided ☐ Required ☐ N/A
  - b. Duties and Responsibilities Agreement: ☐ Provided ☐ Required ☐ N/A
4. Geotechnical Report with professional Engineer's seal (3 sets):  
☐ Provided ☐ Required ☐ N/A
5. Structural Design Criteria Form or shown on Plan: ☐ Provided ☐ Required
6. Flood Plan Information Form: ☐ Provided ☐ Required ☐ N/A

**II. Pre-Requisite Approvals**

1. Zoning/Use Registration Permit:  
☐ Provided ☐ Required
2. Streets Department approval:  
☐ Provided ☐ Required ☐ N/A
3. City Planning Commission approval:  
☐ Provided ☐ Required ☐ N/A
4. PWD water/sewer available stamp:  
☐ Provided ☐ Required ☐ N/A
5. Fire Department approval (FCC):  
☐ Provided ☐ Required ☐ N/A
6. Historical Commission approval:  
☐ Provided ☐ Required ☐ N/A
7. PA Department of Health approval:  
☐ Provided ☐ Required ☐ N/A
8. Asbestos Investigation Report:  
☐ Provided ☐ Required ☐ N/A
9. Art Commission approval (*city owned/funded*):  
☐ Provided ☐ Required ☐ N/A

**III. Plan**

1. Occupancy Classification(s) (**B302**): \_\_\_\_\_
2. Building Construction Type(s) (**B602/603**): \_\_\_\_\_
3. Building Height/Area compliant (**B503**): ☐ Yes ☐ No
  - a) Area increase Factor due to Frontage (**B506.2**): ☐ Yes ☐ No ☐ N/A
  - b) Area increase Factor due to Sprinklers (**B506.3**): ☐ Yes ☐ No ☐ N/A
  - c) Unlimited Area Buildings (**B507**): ☐ Yes ☐ No ☐ N/A
4. Mezzanines Compliant (**B505**): ☐ Yes ☐ No ☐ N/A
5. Mixed Occupancies Separation compliant (**B508**): ☐ Yes ☐ No ☐ N/A



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6. Special Provisions compliant (**B509**): ☐ Yes ☐ No ☐ N/A

7. Special Detailed requirements based on use and occupancy (**B401**):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Covered Mall/Open Mall Buildings  | <input type="checkbox"/> Atrium           | <input type="checkbox"/> Underground Buildings |
| <input type="checkbox"/> Motor Vehicle Related Occupancies | <input type="checkbox"/> Group I-2        | <input type="checkbox"/> Group I-3             |
| <input type="checkbox"/> Motion Picture Projection Rooms   | <input type="checkbox"/> Stages/Platforms | <input type="checkbox"/> Special Amusement     |
- Building
- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Aircraft Related Occupancies      | <input type="checkbox"/> Combustible Storage | <input type="checkbox"/> Hazardous Materials   |
| <input type="checkbox"/> Group H1, H2, H3, H4, H5          | <input type="checkbox"/> Flammable Finishes  | <input type="checkbox"/> Drying Room           |
| <input type="checkbox"/> Organic Coatings                  | <input type="checkbox"/> Live/Work Units     | <input type="checkbox"/> Group I-1, R1, R2, R3 |
| <input type="checkbox"/> Ambulatory Health care facilities | <input type="checkbox"/> Storm shelters      | <input type="checkbox"/> Hydrogen Cutoff Rooms |

Additional Notes: \_\_\_\_\_

8. Fire resistance ratings for building elements are compliant (**B601**): ☐ Yes ☐ No
- a) Fire resistance rating - exterior walls are compliant (**B602**): ☐ Yes ☐ No
- b) Exterior Walls compliant (**B705.8**): ☐ Yes ☐ No ☐ N/A
- c) Fire Walls compliant (**B706**): ☐ Yes ☐ No ☐ N/A
- d) Fire Barriers compliant (**B707**): ☐ Yes ☐ No ☐ N/A
- e) Shaft enclosures compliant (**B708**): ☐ Yes ☐ No ☐ N/A
- f) Elevator Lobby compliant (**B708.14**): ☐ Yes ☐ No ☐ N/A
- g) Fire Partitions compliant (**B709**): ☐ Yes ☐ No ☐ N/A
- h) Smoke Barriers compliant (**B710**): ☐ Yes ☐ No ☐ N/A
- i) Smoke Partitions compliant (**B711**): ☐ Yes ☐ No ☐ N/A
- j) Horizontal Assemblies compliant (**B712**): ☐ Yes ☐ No ☐ N/A
- k) Penetrations compliant (**B713**): ☐ Yes ☐ No ☐ N/A
- l) Fire-resistant Joint Systems (**B714**): ☐ Yes ☐ No ☐ N/A
- m) Opening Protective (fire door/shutters) compliant (**B715.4**): ☐ Yes ☐ No ☐ N/A
- n) Opening protective (fire window) compliant (**B715.5**): ☐ Yes ☐ No ☐ N/A
- o) Ducts and air transfer openings compliant (**B716**): ☐ Yes ☐ No ☐ N/A
- p) Concealed Spaces compliant (**B717**): ☐ Yes ☐ No ☐ N/A
- q) Miscellaneous:
- a. Fire resistance for plaster (**B718**): ☐ Yes ☐ No ☐ N/A
- b. Thermal/sound-insulating materials (**B719**): ☐ Yes ☐ No ☐ N/A
- c. Prescriptive fire resistance (**B720**): ☐ Yes ☐ No ☐ N/A

9. Interior Finishes (Chapter 8)

- a) Shown on plans and/or included on Plan Review Form: ☐ Yes ☐ No

10. Fire Protection (Chapter 9)

- a) Automatic Sprinkler System proposed (**B903**): ☐ Yes ☐ No
- a. Sprinkler meets NFPA standard: ☐ 13 ☐ 13R ☐ 13D



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- b) Standpipe System proposed (B905): ☐ Yes ☐ No ☐ N/A  
a. Type required: ☐ Automatic ☐ Manual / ☐ Wet ☐ Dry  
c) Fire Alarm and Detection Systems on plan/PRF (B907): ☐ Yes ☐ No ☐ N/A  
d) Smoke Control System on plans/PRF (B909): ☐ Yes ☐ No ☐ N/A  
e) Smoke and Heat Vents on plans/PRF (B910): ☐ Yes ☐ No ☐ N/A

**11. Means of Egress (Chapter 10)**

- a) Occupant Load (B1004): \_\_\_\_\_ ☐ Yes ☐ No  
b) Egress Width compliant (B1005): ☐ Yes ☐ No  
c) Doors/arrangement compliant (B1008): ☐ Yes ☐ No  
d) Stairways/handrails/guards compliant (B1009/1012/1013): ☐ Yes ☐ No ☐ N/A  
e) Ramp compliant (B1010): ☐ Yes ☐ No ☐ N/A  
f) Exit Signs compliant (B1011): ☐ Yes ☐ No  
g) Exit Access compliant (B1014): ☐ Yes ☐ No  
h) Common Path of egress travel compliant (B1014.3): ☐ Yes ☐ No  
i) Number of exits compliant (B1015/1021): ☐ Yes ☐ No  
j) Exit Access Travel distance compliant (B1016): ☐ Yes ☐ No  
k) Aisles compliant (B1017): ☐ Yes ☐ No ☐ N/A  
l) Corridors compliant (B1018): ☐ Yes ☐ No ☐ N/A  
m) Egress Balconies compliant (B1019): ☐ Yes ☐ No ☐ N/A  
n) Exit Enclosures compliant (B1022): ☐ Yes ☐ No ☐ N/A  
o) Exit Passageway compliant (B1023): ☐ Yes ☐ No ☐ N/A  
p) Horizontal Exits compliant (B1025): ☐ Yes ☐ No ☐ N/A  
q) Exterior Ramps and Stairways compliant (B1026): ☐ Yes ☐ No ☐ N/A  
r) Exit Discharge compliant (B1027): ☐ Yes ☐ No ☐ N/A  
s) Assembly occupancies only (B1028): ☐ Yes ☐ No ☐ N/A  
t) Emergency Escape and Rescue compliant (B1029): ☐ Yes ☐ No ☐ N/A

**12. Accessibility (Chapter 11)**

- a) Accessible Route compliant (B1104): ☐ Yes ☐ No ☐ N/A  
b) Accessible Entrances provided (B1105): ☐ Yes ☐ No ☐ N/A  
c) Parking/passenger loading facilities provided (B1106): ☐ Yes ☐ No ☐ N/A  
d) Dwelling units/Sleeping units compliant (B1107): ☐ Yes ☐ No ☐ N/A  
e) Special Occupancies compliant (B1108): ☐ Yes ☐ No ☐ N/A  
f) Other features and facilities compliant (B1109): ☐ Yes ☐ No ☐ N/A  
a. Family assisted facilities compliant (B1109.2.1): ☐ Yes ☐ No ☐ N/A  
b. Recreational and sports facilities (B1109.14): ☐ Yes ☐ No ☐ N/A  
c. Others: \_\_\_\_\_ ☐ Yes ☐ No ☐ N/A  
g) Signage compliant (B1110): ☐ Yes ☐ No ☐ N/A



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**13. Interior Environment (Chapter 12)**

- a) Ventilation compliant (**B1203**): ☐ Yes ☐ No ☐ N/A  
☐ Attics ☐ Crawl Spaces ☐ Natural ☐ Bathroom ☐ Exhausts
- b) Artificial and/or Natural Lighting compliant (**B1205**): ☐ Yes ☐ No ☐ N/A
- c) Yards and courts compliant (**B1206**): ☐ Yes ☐ No ☐ N/A
- d) Sound Transmission compliant (**B1207**): ☐ Yes ☐ No ☐ N/A
- e) Interior space dimensions compliant (**B1208**): ☐ Yes ☐ No ☐ N/A
- f) Access to unoccupied spaces compliant (**B1209**): ☐ Yes ☐ No ☐ N/A
- g) Wet area surrounding materials compliant (**B1210**): ☐ Yes ☐ No ☐ N/A

**14. Exterior Walls (Chapter 14)**

- a) Flashing compliant (**B1405.4**): ☐ Yes ☐ No ☐ N/A
- b) Veneers compliant (**B1405.5 - 12**): ☐ Yes ☐ No ☐ N/A
- c) Siding compliant (**B1405.13 - 16**): ☐ Yes ☐ No ☐ N/A
- d) Combustible materials compliant (**B1406**): ☐ Yes ☐ No ☐ N/A
- e) Metal Composite Materials compliant (**B1407**): ☐ Yes ☐ No ☐ N/A
- f) EIFS compliant (**B1408**): ☐ Yes ☐ No ☐ N/A

**15. Roof Assemblies and Rooftop Structures (Chapter 15)**

- g) Weather protection compliant (**B1503**): ☐ Yes ☐ No ☐ N/A
- h) Flashing installed (**B1503**): ☐ Yes ☐ No ☐ N/A
- i) Roof Drainage compliant (**B1503.4**): ☐ Yes ☐ No ☐ N/A
- j) Performance requirements compliant (**B1504**): ☐ Yes ☐ No ☐ N/A
- k) Fire classification compliant (**B1505**): ☐ Yes ☐ No ☐ N/A
- l) Roof coverings compliant (**B1507**): ☐ Yes ☐ No ☐ N/A
- m) Reflectivity and energy Star provided (**Bill#090923**): ☐ Yes ☐ No ☐ N/A
- n) Rooftop structures compliant (**B1509**): ☐ Yes ☐ No ☐ N/A

**16. Structural Systems (Chapter 16)**

- a) Occupancy Category (**Table 1604.5**): ☐ I ☐ II ☐ III ☐ IV
- b) Live loads on S.C.D. Form complies (**B1607**): ☐ Yes ☐ No ☐ N/A
- c) Loads on handrails/guards complies (**B1607.7**): ☐ Yes ☐ No ☐ N/A

**17. Special Inspections (Chapter 17)**

- a) Inspections form is inclusive of required inspections: ☐ Yes ☐ No ☐ N/A

**18. Soils and Foundations (Chapter 18)**

- a) Geotechnical report is consistent w/ project: ☐ Yes ☐ No ☐ N/A



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- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| b) Damproofing and waterproofing provided ( <b>B1805</b> ): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| c) Load bearing values compliant ( <b>B1806.2</b> ):        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| d) Foundation wall design compliant ( <b>B1807</b> ):       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| e) Foundations/footing compliant ( <b>B1808</b> ):          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| a. Shallow foundations ( <b>B1809</b> ):                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b. Deep foundations ( <b>B1810</b> ):                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**19. Concrete (Chapter 19):**

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| a) Construction documents for structural concrete construction provided on plans and specifications ( <b>B1901.4</b> ): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b) $f'c$ ( <i>design value</i> ) meets / exceeds minimum compressive strength ( <b>Table 1904.3</b> ):                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| c) ACI 318 is referenced (or see 1908.1.2 for modifications):   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| d) Slab installation is compliant ( <b>B1910</b> ):   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| e) Anchorage to concrete installation compliant ( <b>B1911 / B1912</b> ):   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**20. Masonry installation (Chapter 21):**

- |   |                                |                             |                              |
|---|--------------------------------|-----------------------------|------------------------------|
| a) Specs. of materials and masonry types provided ( <b>B2105</b> ): | <input type="checkbox"/> Yes   | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| a. Type of mortar identified  | <input type="checkbox"/> M / S | <input type="checkbox"/> N  |                              |
| b. Compressive strength of masonry suitable for mortar type:        | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |                              |
| b) Masonry Fireplaces compliant ( <b>B2111</b> ):                   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| c) Masonry Chimney compliant ( <b>B2113</b> ):                      | <input type="checkbox"/> Yes   | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**21. Steel installation compliant (Chapter 22):**

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| a) Material specifications provided:        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b) Steel joists compliant ( <b>B2206</b> ): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| c) Trusses compliant ( <b>B2210.3</b> ):    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**22. Wood (Chapter 23)**

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| a) Fire retardant treated wood provided where req'd ( <b>B2303.2</b> ): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b) Truss design & layout drawings provided ( <b>B2303.4</b> ):          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| a. Amended permit required:   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                              |
| c) Min. thickness of wall sheathing compliant ( <b>B2304.6</b> ):       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| d) Min. floor and roof sheathing compliant ( <b>B2304.7</b> ):          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| e) Joist hangers & connectors identified on plans ( <b>B2304.9</b> ):   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| f) Load path of framing members considered ( <b>B2304.9</b> ):          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| g) Heavy timber (IV) construction compliant ( <b>B2304.10</b> ):        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| h) Shear walls and diaphragms compliant ( <b>B2305, B2306</b> ):        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| i) Decay and termite protection provided ( <b>B2303.1.8</b> ):          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| j) Allowable floor span compliant:                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

- |                                      |                              |                             |                              |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| k) Rafter tie connections compliant: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|



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***l) Conventional Light-Frame Construction (2308)***

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| a. Braced Wall design compliant ( <b>B2308.3</b> ):     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b. Foundation Anchorage compliant ( <b>B2308.3.3</b> ): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| c. Floor joist compliant ( <b>B2308.8</b> ):            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| d. Wall studs compliant ( <b>B2308.9.1</b> ):           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| e. Girders compliant ( <b>B2308.9.5</b> ):              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| f. Ceiling joists compliant ( <b>B2308.10.2</b> ):      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| g. Roof rafters compliant ( <b>B2308.10.3</b> ):        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| h. Roof uplift compliant ( <b>B2308.10.1</b> ):         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**23. Glass and Glazing (Chapter 24)**

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| a) Sloped glazing and skylights compliant ( <b>B2405</b> ): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b) Safety glazing compliant ( <b>B2406-B2409</b> ):         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**24. Elevators (Chapter 30)**

- |  |                              |                             |                              |
|--|------------------------------|-----------------------------|------------------------------|
| a) Machine rooms provided/compliant ( <b>B3006</b> ):                | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b) Fire service access elevator provided/compliant ( <b>B3007</b> ): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**25. Safeguards During construction (Chapter 33)**

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| a) Protection of pedestrians provided ( <b>B3306</b> ): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b) Protection of adjoining properties ( <b>B3307</b> ): | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |