

CHECKLIST FOR:
COMMERCIAL PLAN REVIEWS PRIOR TO SUBMISSION TO BIU

1. FILL OUT BIU JOB FOLDER.
(A COPY OF THIS FOLDER MUST ACCOMPANY THE PLANS SUBMITTED TO BIU FOR REVIEW)
2. THE SUBCODE PERMIT APPLICATIONS THAT PERTAIN TO THE PROJECT MUST BE COMPLETELY FILLED OUT AND SIGNED.
(A COPY OF THE SUBCODES MUST ACCOMPANY THE PLANS SUBMITTED TO BIU FOR REVIEW)
3. FILL OUT COMMERCIAL TRACKING RECORD AND CHECKLIST
(A COPY OF THE COMMERCIAL TRACKING RECORD STAYS WITH THE PLANS AND A SECOND COPY IS PLACED IN THE MARKED BIN WHEN THE PLANS ARE SUBMITTED AND ENTERED IN THE LOG BOOK/

REQUIREMENTS FOR SUBMITTED PLANS:

1. THREE COPIES OF PLANS SIGNED AND STAMPED BY A DESIGN PROFESSIONAL REGISTERED IN THE STATE. (PA.)
2. A COVER PAGE LISTING THE CONSTRUCTION TYPE, THE USE GROUP AND THE CODES USED.
3. A SITE PLAN DETAILING ACCESSIBLE PARKING SPACES, ACCESS ISLES, ROUTE AND SIGNAGE. (UCC 403.42A(h) (5&6))
4. COMPLETE DRAWINGS FOR ALL DISCIPLINES THAT APPLY TO THE PROJECT.
 - a. BUILDING
 - b. ACCESSIBILITY
 - c. ELECTRICAL
 - d. PLUMBING
 - e. MECHANICAL
 - f. FIRE ALARM / DETECTION SYSTEM
 - g. EXTINGUISHING SYSTEM
 - h. SPRINKLER/ STANDPIPE SYSTEM
 - i. COMMERCIAL COOKING SYSTEM