

Building Department Commercial Plan Review Process

All commercial applications will follow the guidelines.

1. Per PA UCC and ICC, submittal documents all commercial applications must be prepared by a registered design professional where the project will be constructed. Simply, a PA design professional.
2. All current PA design professionals information made be verified at:

<https://www.dos.pa.gov/ProfessionalLicensing/VerifyProfessional/Pages/default.aspx>
3. Commercial applications are reviewed by ARRO Consulting Inc. and as such Building, Plumbing, Mechanical, Sprinkler/Fire Protection plans are submitted to ARRO for review.
4. All commercial electrical plans are reviewed by United Inspection Agency, Inc.
5. Two separate copies are required. One is designated for WT records & one as the site copy.
6. Each and every page of every professionally sealed drawing will have:
 - a. Date received by WT.
 - b. One copy shall be designated as Township Copy and the second as Site Co
7. Each application shall have an attached Letter of Transmittal (LOT) from the applicant to WT having the following:
 - a. Listing each and every page sheet number.
 - b. Listing each and every page date of creation.
 - c. Revision number, if applicable.
8. The LOT shall have the following as well:
 - a. Use and Occupancy Classification per Chapter 3 of the current International Building Code (IBC)
 - b. Construction Type per Chapter 6 of the current International Building Code (IBC)
 - c. The suite number, if in a structure that has multiple tenants or uses.
9. The information required in the above (#8) will be entered for each commercial permits in the Caselle Description of Work. This information is necessary to properly complete the mandated Certificate of Occupancy or Certificate of Approval per PA UCC.
10. All plans submitted to either ARRO or United by WT shall have at the minimum the following:
 - a. Copy of the applicant's LOT.
 - b. A WT LOT indicating that which is included in the packet.
 1. Copy of the applicant's permit (s).
 2. All applicant's submittals such as product data, specifications, shop drawings.
 3. The job number of WT LOT shall be the UPI # of the property.
 4. Dated & signed by the sender.
 5. Method of transmitting.
11. The WT LOT is a fillable form.
12. The applicant will complete the LOT. This is part of a complete application.