



Opening Up A Business? Here's What You Need To Know

The purpose of the Commercial District is to preserve the existing commercial corridors by providing additional opportunities for the growth of small businesses within our commercial districts and to protect residential neighborhoods from intrusion by inadequate commercial uses.

For all new businesses and for all commercial uses that make any change in occupancy involving a change from one owner or tenant to another or a change from one use to another of any structure or lot shall require a Certificate of Use and Occupancy prior to occupying the building.

Understanding the Regulations

All businesses are required to follow regulations, which are government rules. These regulations may differ depending on the type of business that you intend to open. *It is important that business owners understand and comply with regulations to protect their customers and their business.*

Know the Following:

- 1) How your property is zoned.
- 2) What businesses are allowed.
- 3) What the building requirements are.
- 4) What the signage restrictions are.

- ❖ Zoning regulations govern the use of the property and specifies what types of businesses can operate in a particular location. Rules are set in specific areas regarding the use, size, location and other characteristics of lots and buildings as well as signs and parking.
- ❖ Building code regulations require that both the structure and the space within a business property are safe and accessible for customers and employees. Building codes specify how electrical, plumbing, heating and fire safety systems must be installed and maintained to comply with minimum standards for the general safety and welfare of the public and occupants of the building.

Before You Invest In or Lease a Building

- ❖ Check with the Borough to find out if the zoning code allows the property to be used for the type of business you intend to operate—even if the same type of business is operating there now. If you do not get zoning approval early in the process, you may experience problems with opening the specific type of business that you desire in your location. If you do not receive zoning approval, you will need to appear before the Zoning Hearing Board to a zoning variance to continue with your business.





- ❖ If you are making physical changes to the business property, you will need to apply for building permits before you begin work. Based on your Certificate of Use and Occupancy application, the Building Department will identify the permits you need. Separate permits are required for construction work consisting of moving, removing or adding walls, partitions, electrical, heating, air conditioning systems and plumbing. You may need to have plans and drawings prepared by a registered architect or engineer.
- ❖ Signage: you also will need to apply for a permit to add or change the sign for your new business. A *Sign Permit* will be required and an application for a new sign shall be completed and submitted to the Building/Zoning Department for review and approval.
- ❖ Businesses that sell, serve and /or prepare food items are classified as “food establishments”. Food facilities in Allegheny County are regulated by the Allegheny County Health Department's Food Safety Program and must be licensed and approved by the Allegheny County Health Department prior to opening. To identify what you will need to do to comply with the health codes and obtain your license please contact the Allegheny County Health Department a valid Food Handling/Preparing License issued from Allegheny County Health Dept will be required before business can open to the public.
(<http://www.alleghenycounty.us/Health-Department/Programs/Food-Safety/Opening-A-Food-Facility.aspx>)
- ❖ Manicure and pedicure stations: must be provided with an exhaust system in accordance with (IMC; Sec 502.20-Table 403.3.1.1). A *Mechanical Permit* is required for the ventilation system and drawings shall be prepared by a registered design professional.
- ❖ Fees: Every application permit, license and certification are likely to require a fee. A non-refundable application review fee is required with all applications. The current fee schedule can be found on the Borough of Dormont's website. If the permit is approved, this money will be applied to the permit fee. The fee depends on the type of permit required, the number of inspections needed, and / or the cost of physical changes proposed. There may be additional fees depending of scope of work proposed.



PROCESS

The New Business application is a two-step process. The first step is review and approval by the Zoning Department for land use as regulated by the Borough of Dormont Zoning Code. The second is review and approval by the Building/Fire Department for compliance with the Pennsylvania's Uniform Construction Code and (ICC).

To operate a business in the Borough of Dormont, you will need to apply for a New Business/Certificate of Use and Occupancy Permit and show that the property where your business will be located meets building code regulations. This permit is required for every new business even if you do not plan on making any physical changes to the property. Applications for a Certificate of Use and Occupancy Permit can be found on the Boroughs website.

Once you file a New Business application, the Borough's Zoning Department has 30 days to review your application to confirm that it meets the local zoning codes regarding the business type, location and area including parking for the business you are requesting. The following steps are required after the zoning decision is made.

- **Denied** you will receive a written decision letter explaining the reason for the denial and steps to follow if you wish to appeal the Zoning Officers decision. To appeal the Zoning decision an application for Zoning Hearing Board will need to be completed and accompanied by the required fees.
- **Approved** the Zoning Department will contact you by phone to inform you that your application is approved and direct you to the Building/Fire Department to complete the second part of the application process.

Before your business can open, the Building Inspector will inspect your new business to ensure compliance with all building codes. Even if you have not made physical changes, your new business must be inspected before you can open to the public.

An inspection must be performed to confirm the minimum requirements in compliance with the Borough of Dormont's Building and Zoning Codes prior to occupancy of any structure. The applicant is directed to contact the Building Department to schedule a Life/Safety Inspection to verify the building is in compliance with the Building Code standards. Please refer to: *Building and Fire Protection Code; ICC-International Fire Code.*

A commercial building *plan review checklist* must be completed before a business can open and a floor-plan layout must be submitted to be reviewed by the Building Department. The floor plan-must show all elements within the area to be occupied, and clearly specify existing and proposed (e.g., space, size, location and construction of countertops, display equipment, cases, racks, etc.). This will determine if additional permits will be required.





Where construction work involves repairing, moving, removing, installing or altering the structure of a building in any way, a building permit application will be required. Site plan/construction drawings and specifications signed and sealed by a licensed architect or engineer will be required and all work must comply with 2015 International Building Code and Uniform Construction Code. The application and site plan will be reviewed in accordance with the applicable code regulations to determine if additional permits are required.

When proposed work is minor in nature and has no effect on the structural integrity of an existing building, and is in compliance with all other provisions of the building code, plans need not be prepared by a licensed engineer or registered architect provided such plans are drawn to scale and contain sufficient detail and clarity that the work will be of sound construction and in compliance with the provisions of the International Building Code.

Record of Completion: Building owners must provide the Borough with the buildings Fire Alarm Systems maintenance and testing yearly record of completion before a Business can open to the public.

Retail Food License: Provide a copy of your Retail Food Facility and Restaurant License provided by the Allegheny County Health Department (for food handling).

Manicure and Pedicure Stations: All Nail Salons must provide exhaust systems in accordance with *International Mechanical Code, Chapter 5; Section 502.20*. A Mechanical permit is required, and construction documents must be prepared by a *registered design professional*.

A property inspection for compliance with all the Borough of Dormont's Building and Zoning Codes is required prior to occupancy of any structure. Codes and Ordinances can be found on the Borough's website at <http://boro.dormont.pa.us>.



New Business Application

Borough of Dormont
1444 Hillsdale Ave
Pittsburgh, PA 15216
412-561-8900



APPLICATION FOR OCCUPANCY/USE PERMIT

Non-Refundable Application Fee: \$115.00
Additional fees may apply based on Scope of Work proposed.

Applications that are completely filled-out and with the required supporting documents will be processed in the order they are received. All applications must have a valid property address, if the address is not valid your application will not be processed.

No construction work on building shall begin until the Zoning Department has approved business use and the Building Department has issued permits (if applicable). Any person who commences any work on or before obtaining the necessary permit(s) shall be subject to a penalty fee of \$150.00 in addition to the required permit fee(s). Occupancy is not permitted prior to issuance of a Certificate of Use and Occupancy permit.

New Business Information

Lot & Block No: _____

What is the Zoning District? _____

Is the proposed use permitted within the Zoning District: Yes ___ No ___

Use Group _____

Change of Occupancy Use: Yes ___ No ___

Site Address: _____

Applicant Name: _____ Phone: _____

Applicant Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Building Owners Information

Property Owner Name: _____ Phone: _____

Property Owner Address: _____

City _____ State _____ Zip _____

New Business Information

Current/prior use of the building/land: _____

Proposed use of the building/land: _____

Description of Business or Services you are providing: _____

New Business Application

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Name of Business: _____

Number of Employees: # _____

Scope of Proposed Work to be performed (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Change in use with no work | <input type="checkbox"/> Interior Structural Changes (moving, opening and/or penetrating walls) | |
| <input type="checkbox"/> No Change in Use | <input type="checkbox"/> Exterior Renovations | <input type="checkbox"/> Sprinkler Work |
| <input type="checkbox"/> Partial Change in Use | <input type="checkbox"/> Electrical Work | <input type="checkbox"/> Fire Alarm Work |
| <input type="checkbox"/> Complete change in use | <input type="checkbox"/> Mechanical Work | <input type="checkbox"/> Other |

Description of Renovations/Repairs: _____

Total area of proposed construction work: Sq. Ft. _____

Building: Mechanical or Electrical Permits may be required depending on scope of work proposed. Please contact the Borough's Building Department to find out the type of permits and/or building plans/drawings needed for changes you are making to your business space.

Please complete the following

Does the building have an existing Fire Suppression (Sprinkler) System? Yes No

Does the building have an existing Fire Alarm System? Yes No

*(If the building has an existing **Fire Alarm System** an annual testing report must be furnished to the Building Department before a new business can occupy the space).*

All property owners are required to register and submit all fire alarm systems, test, and inspection reports to The Compliance Engine (www.thecomplianceengine.com) before the building can be occupied.

Is the Building equipped with: Hardwired Smoke Detectors? Yes No

Manual Smoke Detectors? Yes No

Is there a Commercial Cooking Hood System installed? Yes No

Is there a Knox Box installed and door keys rendered to the Dormont Fire Department? Yes No

Will the proposed business be installing a new sign?
(A Building/Zoning permit will be required for all signage) Yes No

All Business must provide the Borough with a copy of your Haulers contract for Rubbish and Recycling.

New Business Application

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I hereby agree to be bound by the provisions of the ordinances, specifications, regulations and restrictions as may be imposed by the Borough of Dormont regarding this application. I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to the criminal penalties of 18 Pa. C.S. as 4904, relating to unsworn falsification to authorities.

I certify that the information provided as part of this application is correct. I have read and acknowledge receipt of the requirements of the *Life/Safety* codes and certify that activities required for this permit will conform to the specifications. I understand that I am to abide by the Borough of Dormont's Building/Zoning regulations and must obtain any permits and/or approval from the Allegheny County Health Department if applicable.

Applicants Signature

Date of Application

For internal use only – to be completed by Borough office

Plans and Specifications and Plot Plan for the above application have been examined for Zoning, and I hereby certify that this application complies with the Ordinances of the Borough of Dormont, Pennsylvania, and approve the issuing of this Permit for same, after paying a Fee \$_____.

Zoning District _____ Lot & Block _____ Zoning Hearing Y / N

Zoning Officer's Signature

Date of Approval

Zoning: Approved / Disapproved

Reason for Disapproval _____

Building Official Signature

Date of Approval

Sign Permit Application

Borough of Dormont
1444 Hillsdale Ave
Pittsburgh, PA 15216
412-561-8900



Non-Refundable Permanent Sign Application Fee: \$100.00
Non-Refundable Temporary Sign Application Fee: \$10.00
(Additional fees may apply based on Scope of Work proposed.)

Applications that are completely filled-out and with the required supporting documents will be processed in the order they are received. All applications must have a valid property address, if the address is not valid your application will not be processed

Sign Permit

A Sign Permit is required to install or erect a new sign, or enlarge, modify an existing sign. All work on Signage must be performed under a Sign Permit. A permit may be required depending on type, size and projection of applicable signage

Sign Permit application process is two-fold.

First component is review and approval by the Zoning Department for the land use as regulated by the Zoning Code, **duration of time is 30 days from time Zoning Officer receives application.**

Second component is review and approval by the Building Department for the construction and safety as regulated by the current Building Codes, **duration of time is 30 days after Zoning approval.**

No construction or installation work on signage shall begin until the Zoning department has approved signage and the Building Department has issued permit. No work shall be concealed until it has been inspected and approved. Any person who commences any work on a building or installs signage before obtaining the necessary permit(s) shall be subject to a penalty fee of \$150.00 in addition to the required permit fee(s).

Site Information

Address: _____ Lot & Block No. _____

Business Name to appear on sign _____

Business Owner

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: () _____ - _____ Email: _____

Building Owner

Name _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: () _____ - _____ Email: _____

Sign Permit Application

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Proposed Sign Information

Wall Sign Ground Sign Marque Sign Pole Sign Canopy Sign

Copy/Message Sign Overhanging Sign Temporary Sign

Business lineal frontage (width) _____
(front wall of proposed business)

Sign dimensions: (height) x _____ (width) = _____ = (Sq. ft.) _____

Sign material (s): _____

Method of attachment: _____

Illumination: Yes No Estimated cost of construction \$ _____

Plans Required

Two (2) sets of detailed plans and specifications for proposed sign must accompany this application. These must be drawn at a scale of (1 inch = 20 feet) and on pages which are at least 11"x17" and sealed by a licensed architect or engineer. Drawings must show in detail:

- The dimensions of the sign and any supporting members.
- **If ground sign**, the height from the ground level to the top sign.
- **If wall sign**, the dimensions of the wall surface of the building to which it will be attached and the location where sign will be attached.
- **If free-standing sign**, the setbacks from property lines, buildings, driveways and the edge of an improved road or curb (shown on a plot plan).
- the materials, finish, and the construction including loads (wind & seismic), stresses, anchorage, any illumination.
- identify the structural load the sign has been designed for (90 MPH wind and 30 PSF ground snow).
- Other pertinent engineering or construction data.

Signs exempt from architect or engineer drawings are:

- Painted nonilluminated signs (signs can **not** be painted directly on the face of a building)
- Temporary signs
- Projecting signs not exceeding 2.5 square feet

Contractor Information

Name _____

Address _____ City _____ State _____ Zip Code _____

Contractor Phone Number _____ Contractor Email _____

Contractor must attach a copy of their current insurance certificate

Sign Permit Application

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Design Professional Name: _____ Phone: (_____) _____ - _____
(if applicable)

Professional Signature: _____ Email: _____

I certify that the information provided as part of this application is correct. I have read and acknowledge receipt of the requirements for installing a sign and certify that activities required for this permit will conform to the specifications and regulations of the Borough of Dormont. I understand that I am to abide by Building/Zoning rules and must obtain any additional permits pertaining to signage.

Comprehensive Liability Insurance:

Will the proposed sign abut or overhang any public sidewalk space? Yes ___ No ___

I hereby agree to be bound by the provisions of the ordinances, specifications, regulations and restrictions as may be imposed by the Borough of Dormont regarding this application. I verify that the statements made in this application are true and correct.

I understand that any false statements herein are made subject to the criminal penalties of 18 Pa.C.S. Â§ 4904, relating to unsworn falsification to authorities.

Applicants Signature

Date of Application

For internal use only – to be completed by Borough office

Plans and Specifications and Plot Plan for the above application have been examined for Zoning, and I hereby certify that this application complies with the Ordinances of the Borough of Dormont, Pennsylvania, and approve the issuing of this Permit for same, after paying a Fee \$_____.

Zoning District _____ Lot & Block _____ Zoning Hearing Y / N

Zoning Officer's Signature

Date of Approval

Zoning: Approved / Disapproved

Reason for Disapproval _____

Building Official Signature

Date of Approval

Sign Permit Application

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1444 Hillsdale Ave
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412-561-8900



Please provide drawings and specifications below.

Occupancy / Building Information Sheet

(MUST BE COMPLETED AND RETURNED TO THE BOROUGH OF DORMONT)



Business Name:			Occupancy Use Group:		
Address:			Knox Box? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Phone #:			Knox Box Location:		
Open 24 hours? Yes <input type="checkbox"/> No <input type="checkbox"/> if no, indicate hours					
Sunday	Monday	Tuesday	Primary Fire Hydrant:		
Wednesday	Thursday	Friday	Secondary Fire Hydrant:		
Saturday			Cross Streets:		
Business			Building		
Owner Name:			Owner Name:		
Address:			Address:		
Phone#:			Phone#:		
Email:			Email:		
Emergency Contact 1 Name:			Emergency Contact 1 Name:		
Emergency Contact 1 Phone#:			Emergency Contact 1 Phone#:		
Emergency Contact 2 Name:			Emergency Contact 2 Name:		
Emergency Contact 2 Phone#:			Emergency Contact 2 Phone#:		
Building Information					
ICC Construction Type:			Roof Access? Yes <input type="checkbox"/> No <input type="checkbox"/> Location?		
Building Length:		Building Width:	Roof Construction:		
# of Stories:		# of Floors:	Roof Covering:		
# of Stairwells:			Elevator? Yes <input type="checkbox"/> No <input type="checkbox"/> Door Key Type:		
Basement Access Location:			Elevator Equipment Room Location:		
Automatic Fire/Detection & Sprinkler Systems					
Fire Detection Present? Yes <input type="checkbox"/> No <input type="checkbox"/>			Fire Sprinkler System Present? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Coverage: Full <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/>			Coverage: Full <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/>		
Detectors: Smoke <input type="checkbox"/> Heat <input type="checkbox"/> Duct <input type="checkbox"/> Pull Station <input type="checkbox"/>			Type of System: Wet <input type="checkbox"/> Dry <input type="checkbox"/> Combo <input type="checkbox"/>		
Fire Alarm Control Panel (FACP): Yes <input type="checkbox"/> No <input type="checkbox"/>			Fire Department Connection (FDC) Yes <input type="checkbox"/> No <input type="checkbox"/>		
FACP Location:			FDC Location:		
Annunciator Location:			FDC Connection: 4"-Storz <input type="checkbox"/> 5"-Storz <input type="checkbox"/> Siamese <input type="checkbox"/>		
Silence/Reset Procedure:			Standpipe & Hose Cabinet Location:		
Cooking Appliances Present? Yes <input type="checkbox"/> No <input type="checkbox"/>			Alarm System Vendor:		
Automatic Hood Suppression Present? Yes <input type="checkbox"/> No <input type="checkbox"/>			Sprinkler System Vendor:		
Emergency Pull Location:			Hood System Vendor:		
Test Date for Suppression System:					
Utilities			Hazardous Materials (H.M.)		
Electric Provider:			H.M. Stored or Processed? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Electric Shutoff Location:			H.M. Types on Premise:		
Gas Provider:					
Gas Meter/Shutoff Location:			Building Placard: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Water Provider:			Explosives Present: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Water Meter/Shutoff Location:			Flammable Liquids Above Ground (gallons):		
			Flammable Liquids Below Ground (gallons):		
			H.M. Notes:		



Life Safety and Property Maintenance Regulations

No Commercial Structure is permitted to be Occupied prior to issuance of a Certificate of Use and Occupancy Permit from the Borough of Dormont. Property owners shall not rent, lease or permit another person to occupy a building that is not in compliance with the Life/Safety and Property Maintenance Standards.

When there is a change in occupancy from one owner or tenant to another or any change from one use to another of any building, structure or lot, regardless if a Building Permit is needed, a Life/Safety and Property Maintenance Inspection is required before a certificate of Use and Occupancy can be issued. Prior to occupying the building and before the property can be sold or rented the building must comply with the minimum building standards regarding Life/Safety and Property Maintenance for the protection of life, health and safety of the occupant and the general public.

A certificate of Use and Occupancy Inspection is required for all Commercial Uses and all Multi-Family Dwelling Units in all Zoning District.

Life Safety Codes

Every Building or structure must provide the minimum standards in regard to the buildings function, design, operation and maintenance for the protection of life and for the safety and welfare of the general public and occupants of the building. Building codes help ensure that the structure in which we live, work and play meet the minimum standards against collapse, fire and any other potential dangers.

Existing buildings must provide minimum requirements to the design, operation, location and maintenance regarding the buildings function and comply with the minimum standards required for life/safety and property maintenance within the building. To ensure that the Life/Safety codes have been addressed and are operating according to the required ordinance, an interior inspection shall be performed, Life/Safety inspection passed and required maintenance and testing documentation must be provided to the Borough for all Fire Protection Systems including: Fire Alarm and Detection Systems; Automatic Sprinkler Systems; Commercial Cooking Hoods and Standpipe Systems before a business can open to the public.

The following are the minimum requirements necessary to safeguard the safety and general welfare of the public and occupants of new and existing buildings and structures. All new and existing buildings and structures must complete and submit *required documents* to the Building/Fire Department.



Life Safety and Property Maintenance Regulations

Fire Protection Systems

In an existing Building equipped with a Monitored Fire Alarm and Detection System, the equipment must be continuously maintained in functioning condition and connected to an approved monitored fire alarm station. Fire Alarm Systems are required to be thoroughly inspected, tested and maintained each year by an approved servicing company in accordance with Chapter 14 of NFPA 72. The property owner is required to keep detailed records of these inspections and testing reports. **All property owners are required to register and submit all fire alarm systems, test, and inspection reports to The Compliance Engine (www.thecomplianceengine.com) before the building can be occupied.**

Monitored Fire Alarm System

- In an existing Building equipped with a Monitored Fire Alarm and Detection System, the equipment must be continuously maintained in functioning condition and connected to an approved monitored fire alarm station.
- Fire Alarm Systems are required to be thoroughly inspected, tested and maintained each year by an approved servicing company in accordance with (*Chapter 14 of NFPA 72*) The property owner is required to keep detailed records of these inspections and testing reports.

*Annual *testing reports* on the Fire Alarm System must be furnished to the Building Code Official before a new business can occupy the space.

Fire Alarm and Detection Systems

- Does the Building have a Monitored Fire Alarm System? Yes No
- Did the property owner submit a Annual Fire Alarm Inspection Report to the Municipality? Yes No
- Is the Building equipped with a Sprinkler System? Yes No
- Does the Building have a Standpipe System? Yes No
- Is there a Commercial Cooking Hood System installed? Yes No

Cooking Hood Systems must be maintained and inspected according to (*International Fire Code and International Mechanical Code*) a record of completion tag with date shall be attached to Hood System.

Smoke Detectors

Buildings that are not equipped with a Monitored Fire Alarm Systems must have fully functional battery operated or hard-wired Smoke Detectors.

- Is the Building equipped with: Hardwired Smoke Detectors? Yes No
- Manual Smoke Detectors? Yes No



Life Safety and Property Maintenance Regulations

- Working Smoke Detectors must be installed each room and in every hallway throughout the building.
- Multi-unit apartment buildings must install smoke detectors:
 - on every level in the building including basement
 - in the common area inside each dwelling unit
 - in every bedroom or room used for sleeping

Carbon Monoxide Alarms (are required in multi-family dwellings):

- Carbon monoxide alarm must be installed inside each dwelling unit in the vicinity of the bedrooms.
- In basement near a fuel-burning heater or appliance, fireplace and in the vicinity of an attached garage.

Fire Extinguisher

- At least One fire extinguisher is required to be installed in accordance with NFPA section 10.
- Fire extinguishers must be securely mounted on the wall or in an approved cabinet and within 75 feet.
- Fire Extinguisher must be of correct type to combat the fire hazards which are present at your business and must be at least a 2A-10BC size rating.
- Fire Extinguisher shall be serviced within the past 12 months, and the service tag in place and update.

Means of Egress

Every Building or structure shall be provided with means of egress and other life safety and safeguards of the kinds, numbers, locations and capacities appropriate to the individual building or structure. Buildings or portions thereof shall be provided with the minimum means of egress required by code. Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.

Exit Doors and Aisles

- Exit Access Door shall be easily open and marked by an approved Exit Sign readily visible from any direction.
- Exit Doors shall provide a minimum clear width of 32" inches and must be unlocked and easily opened from the inside during business hours.
- Exit Access Aisles shall not be blocked or obstructed in any way and must have a clear width of not less than 36 inches.
- A Knox box is required, the position of the Knox box **must** be in an approved location authorized by the Borough Fire Chief.

Life Safety and Property Maintenance Regulations

Exit Signs

- Exit Signs must be illuminated at all times, and shall have an intensity of not less than 5 foot-candles (54 lux)
- Exit Sign Battery Backup shall provide illumination for a minimum of 90 minutes in the event of a Power outage.
- All exit signs and emergency lighting equipment shall be attached to walls and ceiling and shall be held firmly in place.
- Exit Signs shall be flush mounted to the door or wall of an exit access door and intervening means of egress doors within exits.

Emergency Lighting

- Power for Emergency Lighting Illumination shall be provided by the premises electric supply.
- Emergency lighting shall provide an illuminated path to an exit discharge and exit door.
- Emergency power shall provide illumination of not less than 1 foot-candle and emergency lighting from a battery backup source of not less than 90 minutes in the event of an outage.

Property Maintenance

The Borough of Dormont adopted the **International Property Maintenance Code** to ensure that structures within the Borough are maintained according to the minimum standards regarding to basic equipment, light, ventilation, heating, sanitation and fire safety. Enforcing the IPMC ensure that structures are safe, in a sanitary condition and fit for occupation and use. **General Property Maintenance requirements are listed below:**

Exterior Property Area

- Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant and/or lessee shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition at all times.
- Exterior property and premises shall be free from any accumulation of rubbish or garbage and dispose of all rubbish in a clean and sanitary manner by placing such rubbish/garbage in an approved garbage disposal facility or approved garbage containers.
- The owner of every establishment or premises shall supply all tenants and/or lessee with approved covered containers for rubbish/garbage and owner of property is responsible for the removal of rubbish.
- Means of egress exterior stairways and hallways shall be illuminated at all times.



Life Safety and Property Maintenance Regulations

Interior Property and Surfaces Area

- Occupants shall keep that part of the structure or portion they occupy or control in a clean and sanitary condition. Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition.
- Peeling, chipping or eroding paint shall be repaired, removed or covered.
- Cracked or loose plaster, decayed wood and other defective surface conditions shall be repaired and corrected.
- The owner of the Building shall maintain light, ventilation and space conditions in compliance with the International Property Maintenance Code.
- Means of egress interior stairways and hallways shall be illuminated at all times.

Walking Surface – Stairways

- Every exterior and interior flight of stairs having more than four (4) risers shall have a handrail on one side
- Every open portion of stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30" inches above the floor or grade below shall have a Guard.
- Guards shall not be less than 30" inches in height above the floor of the landing, balcony or other walking surface and shall be of adequate strength and designed to resist a concentrated load of 200 pounds.
- Guard opening limitation shall not be more than 4" inches in diameter between each Baluster on guards required on walking surfaces that are more than 30" inches above ground level.

Electrical Equipment

- All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner.
- All outlets within 8 feet of a water source must be GFI protected.
- Extension cords shall not be attached to structures, extend through walls, ceilings or floors or under doors. Extension cords shall be used only with portable appliances and shall be plugged direct into a *approved* receptacle outlet.

Pest Elimination

- Buildings and premises shall be kept free from insect and rodent infestation and if found must be promptly exterminated by approved process that will not be injurious to human health.



Life Safety and Property Maintenance Regulations

- The owner of any building or structure shall be responsible for pest elimination within the structure or premises prior to renting or leasing the building.
- If infestation is caused by failure of an occupant to prevent such infestation in their area occupied, the occupant and owner shall be responsible for pest elimination. The occupant shall be responsible for the continued rodent and pest-free condition of the premises.

Sanitary Drainage

- Grease Interceptors and automatic grease removal devices shall be regularly serviced and cleaned to prevent the discharge of oil, grease and other substances harmful or hazardous to the building drainage system or the public sewer. Records of maintenance cleaning and repairs shall be available for inspection by the Building Code Official.

Food Preparation

- All spaces occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse.
- Businesses that sell, serve and /or prepare food items are classified as "food establishments" food facilities in Allegheny County are regulated by the Allegheny County Health Department's Food Safety Program and must be licensed and approved by the Allegheny County Health Department prior to opening. To identify what you will need to comply with the health codes and obtain your license, please contact the Allegheny County Health Department <http://www.alleghenycounty.us/Health-Department/Programs/Food-Safety/Opening-A-Food-Facility.aspx>
- A **valid** *Food Handling/Preparing License* issued from Allegheny County Health Dept will be required before business can open to the public.

Ventilation

- Every occupied space shall be ventilated by natural means, through windows, doors, louvers, etc. or by mechanical means provided by a method of supply air or return or exhaust air. The ventilation system shall be designed to supply the required rate of ventilation air continuously during the period the building is occupied.
- Process ventilation, where harmful, toxic or noxious fumes, gases, dust or mists are generated, a local exhaust ventilation system shall be provided to remove the contaminating agent and a Mechanical Permit will be required by the Borough of Dormont.



Life Safety and Property Maintenance Regulations

Manicure and Pedicure Stations

- Manicure and Pedicure stations shall be provided with an exhaust system: A Mechanical permit is required, and construction documents must be prepared and designed by a *registered design professional* for the ventilation system in accordance with (*IMC Section 502.20 Table 403.3.1.1 - 2015*)

Toilet Rooms

- At least one water closet, one lavatory and one drinking facility shall be available to employees. Employee toilet facilities shall be accessible within the employee working area.
- Toilet rooms shall provide privacy and interior locking device shall be provided for all common toilet rooms. Employee facilities shall either be separate facilities or combined employee and public facilities.
- Public toilet facilities shall be maintained in a safe, sanitary and working condition in accordance with the International Plumbing Code.

All life safety construction items must be completed. A Certificate of Use and Occupancy cannot be issued until any new and existing violations are abated and all electrical, mechanical, and fire alarm permits have been finalized, inspected and approved.

Please be advised It is unlawful to use or change the use of any structure or lot or alter, enlarge, move, remove or construct any structure without the approval of the Building/Zoning Department. Changing or altering the use/occupancy or structure of a building requires additional permits depending on scope of work.

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 "NA"

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):	Phone: _____ Fax: _____ Email: _____

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 department 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 insert NA** ("not applicable"). This will greatly facilitate review and approval of projects.

- Two (2) sets of drawings** are included in this application package (**mandatory**).
- Two (2) site plans** are included in this application package (**mandatory**).
- One (1) set of specifications** is included in this application package (**mandatory**).

SITE PLANS:

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

ARCHITECTURAL PLANS:

- Yes 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). Show all fire-rated walls (both existing and new) with their ratings, if not shown elsewhere. **Drawings submitted without required fire-rated walls shown will be rejected.**
- Yes N/A b. Show the square footage of each floor on the corresponding floor plans.
- Yes N/A c. Identify the names and uses of each room.
- Yes N/A d. Furnish door schedule(s), including size, type, rating (if any) and hardware.
- Yes N/A e. Provide all glazing schedules.
- Yes 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 all elements necessary to determine compliance with the UCC.**)
- Yes N/A g. Provide basement percentage-below-grade calculations.
- Yes N/A h. Indicate roof slopes, drainage system and sized through wall scuppers, if applicable to the project.

- Yes N/A i. Show fixed seating for assembly occupancy to allow determination of occupancy.
posting required by *International Building Code*.
- Yes N/A j. Show wall sections with proposed material sizes, construction and fire-rated assemblies.
- Yes N/A k. Show proposed plumbing fixtures and privacy screens on the plans.
- Yes N/A l. If masonry construction is proposed, include the following information:
 Type of brick ties and spacing of weep holes.
 Placement of wall lashing and reinforcement.
- Yes 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 *International Building Code*
- Yes N/A n. Show the floor slab vapor barrier.
- Yes N/A o. Show foundation water-proofing, if applicable.
- Yes 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.
- 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 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.
Show foundation corner reinforcing bars and minimum overlapping (as applicable to project structure).
- Yes N/A j. Show foundation corner reinforcing bars and minimum overlapping (as applicable to project structure).

- | | | |
|------------------------------|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | k. Provide strength of concrete according to designed soil reports. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | l. Show beams, joists, girders, rafters, and/or truss layouts and details of connections, structural steel stud gage, gage size, and connections. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | m. Indicate the sizes and species of all wood members and their respective design strength. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | n. Show all columns, girders, joists, purlins, beams and base plates; for wood construction show all headers. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | o. Provide a complete lintel schedule. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | p. Indicate the type of anchoring for steel bearing directly on masonry. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | r. Where applicable, indicate on roof framing plan where concentrated loads (mechanical equipment, cranes, etc.) will be placed. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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

- | | | |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | a. Complete a sprinkler design data sheet and include it on the first plan of the sprinkler drawings. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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: <ul style="list-style-type: none"> • These shop drawings must be submitted for department 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. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | c. Show ceiling plans with sprinkler head(s) layout, walls, soffits, openings, doors, dimensions and room identities. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | d. Verify system design by providing hydraulic calculations along with the following: <ul style="list-style-type: none"> <input type="checkbox"/> Recent water low test <input type="checkbox"/> Percent safety margin <input type="checkbox"/> Type of backflow-preventer or reduced pressure zone showing equivalent foot loss <input type="checkbox"/> Fire pump summary |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | e. Note the type of sprinkler system used (e.g., 13, 13D, or 13R). |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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 ire-rated design assemblies). Show all new and/or affected ire-rated walls with their ratings, if not shown elsewhere.
- Yes N/A h. All penetrations of ire-rated construction must be per manufacturer’s details. Details shall meet or exceed ratings of construction being penetrated. The 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 ire-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 switches 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**”).
- UCC-2 REV 03-16 (Page 4)
- 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

- Yes N/A a. Flow and pressure at each lowing 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.
 Show the domestic water, ire, and irrigation services.
 Show the location of water meters, backflow protection type and location.
 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 low 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 mixture number, detailed description, hot water, cold water, waste and vent connection sizes and other pertinent data.
Identify all fixtures on floor plans and in riser diagrams with the plumbing fixture schedule number.
- Yes N/A f.

- 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. Room names and numbers for each floor should be on a floor plan for each level.
- Yes N/A o. Show toilet room layouts with minimum of 1/4" = 1-foot scale.
- 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.

- | | | | |
|------------------------------|------------------------------|----|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | h. | Show condensation drains, primary and secondary, from the unit to the point of discharge. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | i. | Indicate toilet exhaust requirements. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | j. | Show mechanical room layouts at sufficient scale for dimensions and details to be ascertained. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | k. | Show the size of duct runs. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | l. | Indicate controls for fan shutdown: emergency manual and automatic smoke detection |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | m. | Show the location of all UL 555-certified fire dampers, ceiling radiation dampers, smoke dampers, and fire doors. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | n. | Show all fire-rated walls (both existing and new) with their ratings on the mechanical plans. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | o. | All penetrations of fire-rated construction must be per manufacturer's details. Room names and numbers for each floor should be on a floor plan for each level. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | p. | Provide outside air ventilation rate per the <i>International Mechanical Code</i> . |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | q. | Column line notations, if provided on the architectural/structural plans, shall be identified on the mechanical plans. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | r. | Column line notations, if provided on the architectural/structural plans, shall be identified on the mechanical plans. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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

- | | | | |
|------------------------------|------------------------------|----|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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 coordination. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | c. | Indicate number of services and their physical locations; clearly indicate mains and characteristics. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | e. | Show physical locations of all new and/or affected panels and switchgear (indicate front). |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | f. | Indicate receptacle plans with circuitry. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | g. | Indicate lighting plans with circuitry. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | h. | Show electrical plans for each affected floor, including the roof. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | i. | Show wiring method(s), conduit sizes and types, termination temperature (60, 75, 90) requirements, conductor sizes and insulation types. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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. |

- Indicate how special needs such as classified (hazardous), corrosive and patient care is 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 k.
- 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 horse power 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 ire-rated design assemblies). Show all new and/or affected ire-rated walls with their ratings, if not shown elsewhere.
- Yes N/A o. All penetrations of ire-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 ire-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.)

Dormont Fire Department
1455 Hillsale Ave
Pittsburgh, PA 15216



Dear Service Provider,

The Dormont Fire Department has instituted a new process for service providers who inspect and test fire protection systems. Effective July 1, 2017 all compliant & non-compliant fire protection systems test reports are required to be sent to the Dormont Fire Department electronically by your respective organization via The Compliance Engine's online system at www.thecomplianceengine.com.

The Dormont Fire Department is dedicated to delivering 100% compliance with our adopted Fire Code. This web based service will aggregate, track and streamline the collection of compliance data of our jurisdiction's systems. Property owners will receive timely proactive notifications of their testing requirements, and the Dormont Fire Department will gain the ability to better mitigate the risk in our community by improving public safety to our citizens.

All service providers who inspect or test fire protection systems within the Dormont Fire Department's jurisdiction are required to register and submit all test, inspection and service reports via The Compliance Engine. All reports must be submitted in accordance with the testing schedule and requirements outlined in our adopted fire code.

Benefits to you:

- Increases market opportunity and demand for your fire protection services
- Ensures all reports arrive, affording you the ability to track our department's follow up
- Enhances maintenance revenue and timeliness of deficiency corrections
- Improves customer retention with renewal notifications identifying you as company of record
- Minimizes non licensed contractors from working in your market

This proven process requires the service provider pay a nominal filing fee at the time of submittal. There is no fee to register your company with The Compliance Engine. Once registered, pricing is viewable under Dormont Fire Department icon in The Compliance Engine. If you are a licensed fire protection system contractor and are not currently registered with Brycer, please do so at www.thecomplianceengine.com.

We look forward to partnering with you to better protect and serve our community. We are confident this will benefit us ALL.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Davis".

Matt Davis
Fire Chief
Dormont Fire Department
P. (412) 789-8900
E. davis@boro.dormont.pa.us

Keys to Getting Started:

- Register at www.thecomplianceengine.com
- Sign up for training
- Complete account set up by entering all inspectors, inspector licenses, and company licenses
- Add Users and company logo for brand awareness

Key Processes to Know:

- Select correct template for each report submitted: Fire Alarm, Sprinkler, Kitchen Hood, etc.
- Enter all test reports and type out deficiencies
- Attach pdf version of inspection report when using short form (fire protection systems only)
- Ensure all reports entered are submitted for payment
- Update deficiency tracking to inform AHJ that violations have been corrected
- Check notifications icon to track sent out by AHJ
- Open inspection reports are saved reports not yet submitted to AHJ, if not submitting these to AHJ delete
- Submit a new premises when necessary (if you cannot locate the premises in the existing database)
- View your transaction list to confirm correct payment
- Create new users when necessary
- Update credit card information

Systems Tracked:

- Automatic Fire Sprinkler System
- Fire Alarm System
- Commercial Kitchen Hood Suppression System (Testing and Cleaning)
- Standpipe
- Active Smoke Control System
- Private Hydrant System
- Fire Pump
- Spray Booth
- Emergency Generator
- Special Suppression System
- Fire Escape