



CITY OF PITTSBURGH
DEPARTMENT OF PERMITS, LICENSES & INSPECTIONS
JOHN P. ROBIN CIVIC BUILDING

PLI's Standard Permit Application
Requirements Guideline

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PURPOSE: Provide guideline for standard permit application requirements.

PLI'S GUIDELINES FOR STANDARD PERMIT APPLICATION REQUIREMENTS

1. **Standard Submission Requirements.** Applicant shall provide the following for every application:
 - a) **Completed PLI Application.** A completed electronic application, including entry of all required fields. Hard copy submissions shall include a completed application form signed by the applicant, and;
 - b) **Application Fee.** Payment of the application fee per the PLI Fee Schedule in effect at the time of submission, and;
 - c) **Documents.** Refer to required additional requirements/documents and construction drawings for items that may be applicable to subject permit application.
2. **Additional Documents.** Depending on permit scope, the following additional documentation is required:
 - a) **Variances.** The applicant shall submit copies of all applicable variances. This includes, but not limited to, Board of Appeals and PA Department of Labor & Industry's Accessibility Advisory Board, and/or conditions of approval from all other Departments and/or Agencies.
 - b) **Special Inspections.** The applicant shall submit a Statement of Special Inspections where the *IBC* requires Special Inspections, or the following:
 - i) If the Department of City Planning approval includes landscaping work, landscaping special inspections are required.
 - ii) If the *IEBC* Performance Compliance Method is utilized, Performance Compliance Scoring special inspections are required.
 - c) **Energy Code.** If compliance with the energy code is required for a building, mechanical or electrical permit and compliance is not documented fully on the construction drawings documentation, such as COMcheck or REScheck, shall be submitted. Such reports shall be completed by the design professional, identify applicable code/standard version, and demonstrate compliance.

- d) **Engineering Reports.** This may include but is not limited to all structural and geotechnical reports associated with project scope. Note these reports may be required by PLI based on scope and/or site conditions such as steep slopes, landslide prone areas, and undermined areas.
 - e) **Additional.** Additional documentation may be required as determined by the Building Code Official in order to demonstrate compliance with the PA Uniform Construction Code or Pittsburgh City Codes.
3. **Other Agency Approval Documentation.** Documentation from other agencies are required as follows:
- a) **Pittsburgh Department of City Planning (DCP).** Application submissions that require Department of City Planning (DCP) review shall reference an existing or a new Zoning Development Review Application (ZDR) that is submitted simultaneously with PLI permit. Applications requiring City Planning review will be considered incomplete if this information and/or application is not provided.

Please consult DCP to verify applicability. ZDR's are required, but are not limited to, the following PLI work types and scopes:

i) **Building Permits.**

(1) Residential Structures. The following require ZDR's:

- (a) For new construction work type all work scopes.
- (b) For addition/alteration work type the following work scopes:
 - (i) All "accessory structure" and "addition" (any increase in building area or height).
 - (ii) If located in a historic district "alterations – exterior".
- (c) For minor alterations work type if located in a historic district the following work scopes: "roofing", "siding/single layer veneer", "replacing window/door".

(2) Commercial Structures. The following require ZDR's:

- (a) For new construction work type all work scopes.
- (b) For addition/alteration work type the following work scopes: "accessory structure", "addition", "alterations – exterior", and "change in use".
- (c) For minor alterations work type the following work scopes: "roofing", "siding/single layer veneer", "replacement windows".

ii) **Electrical Permits.** The following work scopes: "exterior – equipment" (generators and transformers) and/or "solar PV arrays".

iii) **Mechanical Permits.** The following work scope: "mechanical equipment – exterior" (mechanical units and fans).

iv) **Land Operations Permits.** All land operations permits shall include a ZDR.

v) **Sign Permits.** All sign permits shall include a ZDR.

vi) **Occupancy Only Permits.** All occupancy only permits shall include a ZDR.

- vii) **Private Demolition Permits.** A ZDR is required in some Zoning overlay districts; DCP confirms this during the review of the demolition permit.
 - viii) **All Permits.** A ZDR is required for all permits where the property is located in a regulated floodplain. A separate ZDR is required for each permit to ensure compliance is accurately reviewed and documented.
- b) **Pittsburgh Department of Mobility and Infrastructure (DOMI).** The following items would require DOMI permits/review:
 - i) **Building Permits.** Garages, parking areas, or vehicle access from public right of way require DOMI curb cut permit.
 - ii) **Building and Sign Permits.** Balconies, decks, signs, accessible ramps and other building elements that encroach into the public right of way require an encroachment permit.
 - iii) **Land Operations Permits.** Land Operations permits that include use of public right of way to transport materials or construction of private roadways.
 - c) **Pittsburgh Bureau of Fire (PBF).** The applicant is responsible to coordinate review and provide documentation of PBF approval of the following:
 - i) **Building Permits.** For new commercial structures and new multi-unit residential housing developments:
 - (1) Fire apparatus access/access roads,
 - (2) Fire flows (hydrant water flow available for use in fighting fires),
 - (a) Location of fire command center (as applicable),
 - (b) Emergency responder radio coverage.
 - ii) **Suppression System Permits.** For suppression systems:
 - (1) Location of fire department connection (as applicable)
 - (2) Location of hydrants (as applicable).
 - (3) Tank permits for diesel operated fire pumps.
 - iii) **Electrical Permits.** For electrical systems:
 - (1) Tank permits for diesel operated generators,
 - (2) Roof access for commercial solar PV arrays.
 - d) **Pittsburgh Water and Sewer Authority (PWSA).** The applicant shall provide:
 - i) **Suppression System Permits.** For suppression system permits with an underground fire main associated with infrastructure regulated by PWSA, tap-in plans approved by PWSA shall be submitted.
 - ii) **Land Operations.** For land operations permits, documentation of PWSA approval shall be provided.
 - e) **PA Department of Health (DOH).** For structures regulated by the PA Health Care Facilities Act the applicant shall provide:
 - i) **All Permits.** DOH approved drawings shall be submitted for each PLI permit, including the DOH stamped coversheet.

- f) **PA Department of Community and Economic Development (DCED).** For residential structures and Commercial Group R structures regulated by the PA Industrialized Housing Act (IHA):
 - i) **Building Permit - Pre-Fab Components.** If the subject building is comprised in whole or part of pre-fabricated components:
 - (1) PLI's Residential Building Industrialized / Manufactured Housing Form.
 - (2) DCED current "Notice of Approval" for components.
 - ii) **Building Permit - Modular Units.** If the subject building is comprised of pre-fabricated modular units in whole or part:
 - (1) PLI's Residential Building Industrialized / Manufactured Housing Form.
 - (2) DCED current "Notice of Approval" for units.
 - (3) Manufacturer's "Site Installation Inspection Checklist".
- 4. **Construction Drawings.** Construction drawings shall be submitted as follows:
 - a) **Required.** Construction drawings shall be submitted for all PLI permits and work types other than "Minor Alterations" except for the following:
 - i) **Residential Building Permits.** Applications that are limited to the following:
 - (1) Decks. For decks on existing single-family or two-family dwellings, a completed residential deck guide may be accepted in lieu of stamped drawings if the permit scope complies with limitations of current PLI Deck form.
 - (2) Pools. A completed residential pool guide may be accepted in lieu of stamped drawings if the permit scope complies with limitations of current form.
 - ii) **Residential Electrical Permits.** Residential electrical permits do not require construction drawings, except for applications that include services which exceed 400 amp.
 - iii) **Residential Mechanical Permits.** Residential mechanical permits do not require construction drawings.
 - iv) **Residential - Two-Family Dwelling - Occupancy Only Permit.** Drawings prepared and sealed by a PA licensed Architect or Engineer shall be required for previously structures previously converted to a two-family dwelling without certification and for structures to be converted to two-family dwellings. PLI will exempt uncertified structures originally built as two-family dwellings based on configuration and separation of units, historic records, and configuration of utilities.
 - v) **Private Demolition Permits.** Private demolition permits shall include a demo narrative and assessment of special conditions by an architect or engineer per PLI's current Private Demolition Requirements.
 - vi) **Occupant Load Placard Permits.** Replacement occupant load placard permits shall not require construction drawings if PLI has a record of previous occupant load placard approval.
 - b) **General Format.** Construction Drawings shall follow these general format requirements:
 - i) **OneStopPGH Counter Submission.** Applications submitted at the OneStopPGH counter shall include construction drawings as follows:

- (1) Two (2) hard copy sets of drawings conforming to this policy. Once the permit is issued, one (1) copy of the approved drawings are kept for PLI's records. The other copy is provided to the permit holder.
- ii) **OneStopPGH Portal Submission.** Applications submitted through the OneStopPGH portal shall include construction drawings as follows:
- (1) The drawings shall include a blank area in the top left of each sheet that is sized five (5) inches wide by three (3) inches tall to allow for PLI stamping.
- (2) The maximum file size for each uploaded document is 80 MB.
- (3) The drawings shall be uploaded as the fewest number of files as possible.
- (4) At least one file shall be identified as "Plans/Entire Set".
- c) **Permit Specific.** Construction drawings must be specific for the permit. For example, mechanical, electrical, fire alarm, and sprinkler system drawings will not be accepted with a building permit submission.
- d) **Unacceptable Drawings.** All drawings submitted for permits shall be construction drawings. PLI will not accept any drawings marked or otherwise identified as "preliminary", "draft", "not for construction", or similar designations.
- e) **Prepared and Sealed.** Unless otherwise identified in following section construction drawings shall be prepared and sealed by a PA-licensed architect or engineer except for the following:
- i) **Building Permits.** Applications limited to the following:
- (1) Residential Detached Single Story Accessory Structures. Unsealed drawings may be accepted for detached single story structures accessory to an existing single family or two-family dwelling if all of the following apply:
- (a) The roof of the accessory structure is not occupied.
- (b) The drawings contain sufficient detail to confirm prescriptive compliance with the applicable *International Residential Code*.
- (2) Residential Single Story Additions. Unsealed drawings may be accepted for single story additions to a detached single-family dwelling, detached two-family dwelling, or townhouse if all of the following apply:
- (a) The roof of the addition is not occupied.
- (b) The addition does not rely on the existing building for structural support.
- (c) The drawings contain sufficient detail to confirm prescriptive compliance with the applicable *International Residential Code*.
- (3) DCED/IHA. For DCED/IHA regulated pre-fabricated modular units the drawings shall be stamped approved by the TPA. Note site built elements, such as foundations, shall be prepared and sealed by a PA licensed Architect or Engineer. Manufacturer's "building system documentation" stamped approved by TPA evaluation agency.
- ii) **Fire Alarm Permit.** Fire Alarm shop drawings prepared and signed by an individual with a NICET Level III certification for fire alarm systems are acceptable.
- iii) **Suppression System Permit.** Suppression system shop drawings prepared and signed by an individual with a NICET Level III certification for fire alarm systems are acceptable. Applications limited to hood suppression systems may submit diagrammatic system drawings without design-professional or NICET certification.

- iv) **Residential - Two-Family Dwelling - Occupancy Only Permit.** Drawings prepared and sealed by a PA licensed Architect or Engineer shall be required for structures previously converted to a two-family dwelling without certification and for structures undergoing conversion to two-family dwellings. PLI may exempt uncertified structures originally built as two-family dwellings based on configuration and separation of units, historic records, and configuration of utilities.