



CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

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www.cea-code.com

Commercial Plans Examination & Permitting Procedure

- 1) Receive Application from CEA Administration
- 2) Review Application to determine type of commercial permit is required.
- 3) Review Supplemental information attached to permit application
 - An approved PENNSYLVANIA Architect or Engineer stamp is sealed & Signed
 - Workman's Comp or Notarized Waiver of W/C
 - Zoning Approval by Jurisdiction Zoning Officer
 - Site / Plot Survey for proposed application
 - Names and contact information on all contractors, Design Professional
 - Commercial Energy Report – (ie: COM-Check)
 - Sanitary or Septic Permit Approval and Information
 - Allegheny County Plumbing Permit (if applicable)
 - Sprinkler Plans or Fire Plans (if applicable)
 - Accessibility Sheets and information (if applicable)
 - Mechanical, Electrical & Plumbing Information (if applicable)
 - Drawings, Descriptions, or Information (Engineered Drawings if applicable)

Review all information, drawings and details submitted for compliance with the current International Commercial Codes minimum compliance.

Rejection – Requires a letter from Plans Examiner detailing the deficiencies and necessary information required to pass or approve. **ALL information stays with the Plans Examiner until approved and returned to CEA.**

Approval – Required a signed Plans Examination letter & sheet by the Examiner with detail of required inspections as per the details and IBC requirements. **Every sheet of plan detail must be stamped by approving plans examiner.**

Return to CEA Administration for Permit Placarding and Electronic Documenting.