

Conceptual Review Submittal Checklist

Tenant Name _____

Facility _____

Project _____

TAA Number _____

Instructions

Use this Checklist to be sure all of the required documents are submitted to the PA as part of the Conceptual Review Submittal. Incomplete submissions could result in disapproval or delays.

The package is submitted to the Tenant Coordinator.

Documents to be Submitted

1. PA 531 Form – check the “**Conceptual Application**” box and follow instructions on the form
2. Conceptual Drawings:
 - a. Site Plan, identifying pedestrian and vehicular access points, traffic control devices, and access scheme.
 - b. Building plans, sections, elevations, and details showing:
 - i. Scope of the intended construction or alterations
 - ii. occupancy group and construction classifications of new, altered, and adjacent spaces
 - iii. fire integrity of spaces as it applies to fire ratings of shafts, interior separations, and exterior walls.
 - iv. fire protection and security requirements
 - v. area occupant load and egress scheme coordinated with adjacent spaces
 - vi. proposed structural systems and ratings
 - vii. mechanical and electrical system loads and other utility supply and service requirements
 - viii. any other data necessary to demonstrate the proposed work and systems contemplated

Notes