

INTERNATIONAL CODE COUNCIL PLAN REVIEW SERVICES GENERAL REQUIREMENTS

Cover Letter

A letter (or [ICC transmittal form](#)) authorizing ICC to perform the Plan Review is required. ICC performs plan reviews for the ICC *International Code* series (Building, Mechanical, Plumbing and Energy Conservation), the legacy codes (BOCA, ICBO and SBCCI) as well as Electrical, Sprinkler and Accessibility reviews based on the applicable referenced standards. Be sure to indicate the applicable code series, discipline and edition year to be reviewed. Also, local amendments which modify the applicable code requirements (if any), should be submitted with a directive for ICC to incorporate the amendments in the Plan Review.

Preliminary Building Review

For fast track projects and others such as permit application requests for a foundation permit where a complete set of building plans and specifications are not available, you may want to consider an ICC Preliminary Building Review. This is a two-step Plan Review with the first step consisting of a review of code parameters such as minimum type of construction, preliminary means of egress, fireresistance construction requirements, foundation design, and fire protection system requirements. Once the design drawings and specifications are completed, the entire package can then be re-submitted for a comprehensive Final Building Plan Review. The fee for this service is assessed at 50 percent of the Building Plan Review for the first submittal with the remaining 50 percent assessed at the Final Building Plan Review.

Plans and Specifications

The Plan Review will reflect the extent and completeness of the submitted documents. For a listing (by discipline) of the plans, specifications, and engineering details which should be submitted, [click here](#).

If the Plan Review request is for a single discipline, please provide one set of the necessary documentation. However, in an effort to facilitate the Plan Review process, please submit two complete sets of materials when requesting multiple disciplines in addition to a Building Review. The construction documents along with a letter or the ICC transmittal form should be sent to one of the [ICC District Offices](#).

Completed Plan Review

Upon completion, you will be sent a comprehensive ICC Plan Review. This review will include a copy of the ICC Plan Review Record which identifies the code sections evaluated and a report identifying the deficiencies found in the review. In all cases, you are encouraged to review the completed Plan Review and call us directly if you have any questions concerning the review. Our invoice for the Plan Review fee will follow shortly after the completed review is sent to you.