



BENSALEM TOWNSHIP

Building and Planning Department
Office 215-633-3644 • Fax 215-633-3753
Matthew K. Takita
Director of Building and Planning
2400 Byberry Road • Bensalem PA 19020

ATTENTION DESIGN PROFESSIONALS

NOTIFICATION OF INTENT

This notification is to advise you that effective February 1, 2012, the Department of Building & Planning will require digital plans for all **RESIDENTIAL** building projects prepared by a design professional.

Effective February 1, 2012, all plans are required to be submitted as .pdf files on disc or submitted via email to permitcenter@bensalem-township.org. The following document (Exhibit 1) will fully describe the procedure.

Exhibits 2 and 3 are examples of what the plan examiners will generate and return to you detailing required revisions.

We have been successfully utilizing this process for all **COMMERCIAL** projects since July 2010. While the technology is still fairly new, it has been proven to be a more efficient method for conducting reviews. Additional benefits have been seen with the reduction of paper and printing costs associated with revisions.

If you find you have any questions after reviewing this information please call this office at 215-633-3644.

Respectfully,

Mathew K. Takita, AIA, M.C.P.
Director of Building & Planning

MKT/jmr

Enclosures

EXHIBIT 1

INSTRUCTIONS FOR DIGITAL PLAN REVIEW

Permit applications are to be submitted with the construction plans and can be emailed to permitcenter@bensalem-township.org .

Construction documents are to be signed and sealed by a Design Professional and submitted as .pdf files.

Disc should be labeled with address of project, tax parcel number and date submitted.

The review process was developed using Adobe Acrobat software. This allows Plan Examiners to make their comments directly on the plan pages. These comments are tracked throughout the review for all disciplines. If needed, a printed summary will serve as a rejection on the project until required changes have been made. The summary will show an image of the plan page including it's associated comments with connector lines. **Only pages with markups or comments** will be provided reducing the waste of paper and expense of regenerating large scale paper drawings.

Should you be required to resubmit plans with revisions you'll need to burn the **complete** set of plans with revisions to a new disc. Return it to the Building & Planning department.

You MUST Include a summary list of all changes that were made to the plans including those required by the Township. For each change made to the plans, note the sheet number, drawing title, and a brief description of the change made.

Please label the disc with the **project address, date and revision number** to distinguish it from any earlier submissions.

Approved final plans will be electronically stamped, signed and certified, then burned to a disc and returned to you to **print one field copy to be used onsite** by contractors and inspectors.

An official construction permit will be prepared for you to post on the job site.

EXHIBIT 2

Summary of Comments on BENSALEM HIGH SCHOOL

Page: 1

Author: jmyyan Subject: Text Box Date: 3/8/2010 1:36:31 PM Z

Author: jmyyan Subject: Callout Date: 3/8/2010 1:36:22 PM Z

Author: jmyyan Subject: Initial Here Date: 3/8/2010 1:36:42 PM Z

Author: jmyyan Subject: Oval Date: 3/8/2010 1:36:27 PM Z

Author: jmyyan Subject: Approved Date: 3/8/2010 4:57:54 PM Z

Author: jmyyan Subject: REVIEWED FOR ACCESSIBILITY Date: 3/8/2010 1:36:36 PM Z

GYMNASIUM ADDITION AND RENOVATIONS TO BENSALEM HIGH SCHOOL
FOR THE **BENSALEM TOWNSHIP SCHOOL DISTRICT**
3000 DONALLEN DRIVE, BENSALEM, PA, 19020

MEANS STRUCTURAL ENGINEER
Benjac Engineering, Inc.
701 N. 10th St., Philadelphia, PA 19106
Phone: (215) 562-8111 Fax: (215) 562-7463

ARCHITECT
The Gibson Targuini Group, Inc.
701 Calverton Boulevard, Cherry Hill, NJ 08002
Phone: (856) 684-8300 Fax: (856) 684-8301

GENERAL CONTRACTOR
K S Engineers, P.C.
35 South 30th St., Philadelphia, PA 19106
Phone: (215) 854-6242 Fax: (215) 854-6430

APPROVED

REVIEWED FOR ACCESSIBILITY

REVISIONS:

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EXHIBIT 3

Summary of Comments on BENSALEM HIGH SCHOOL

Page: 5

- Author: jmyyan Subject: REVIEWED FOR ACCESSIBILITY Date: 3/16/2010 8:09:24 PM
- Author: jmyyan Subject: CONSTRUCTION STATEMENT Date: 3/16/2010 8:09:26 PM
- Author: jmyyan Subject: Not Approved Date: 3/16/2010 8:10:34 PM
- Author: jmyyan Subject: Reviewed Date: 3/16/2010 8:10:00 PM

