



# PLAN REVIEW GUIDELINES

The plan review process for **ALL** construction projects, regardless of cost or CON, LNR or DET Reviewability, involving new construction, renovation, additions or alterations at the following facilities:

## HOSPITALS

## NURSING HOMES

## AMBULATORY SURGICAL CENTERS

Shall comply with the following:

### STEP 1 – PRELIMINARY or DESIGN DEVELOPMENT PLAN REVIEW

A sit down review of the project is highly recommended and will allow us to determine if the functional and space requirements have been met. Only Floor plans will be reviewed at this time. Include an Adobe format (.pdf) copy of the floor plans on CD or DVD and a copy of the DCH PLANS TRANSMITTAL form for our files. Please call or e-mail for an appointment. Mail in reviews will be done as time permits.

### STEP 2 - FINAL REVIEW OF CONSTRUCTION DOCUMENTS

One complete paper set of Signed and Sealed Architectural, Electrical, Mechanical, Plumbing, Equipment and Communications plans along with an electronic copy in Adobe format (.pdf) on CD or DVD shall be mailed in for review and approval, along with the required “DCH PROGRAM NARRATIVE” and “DCH PLANS TRANSMITTAL.” Submittal shall include an overall site plan showing the location of any new buildings shall be provided for reference. Upon successful plan review a “DCH CONSTRUCTION PERMIT” letter, with or without comments, will be issued. (If construction has not started within 6 months of this letter please contact us for a revised permit. Additional plan review may be required). Construction Plans, once reviewed and approved, will be kept on file and used as reference when inspecting the project. Submitted plans will not be returned.

**Plans shall be submitted A MINIMUM OF 45 DAYS PRIOR to the desired start of construction.**  
**Sit down review of final plans is not available.**

This office does not issue Grading and Foundation or Early Release permits. Local and State Fire permits may be required for these and if obtained copies shall be submitted for our files.

### STEP 3 - ADDENDUM AND CHANGE ORDERS

Changes to the approved floor plans shall be mailed in for review and approval.

### STEP 4 - CONSTRUCTION INSPECTIONS

Please submit our “DCH INSPECTION REQUEST” form a minimum of 28 days prior to substantial completion so that we may schedule our final inspection. Intermediate inspections are not provided.

*(Our inspection may occur before, during or after inspections by the State Fire Marshal and Local Building Authorities)*