**Process for submissions to PA Labor & Industry (L&I)**

For detailed information regarding the proper procedure for making submissions to PA L&I please visit:

<http://www.dli.pa.gov/ucc>

and select L&I Enforcement to access plan review and inspection requirements.

All submissions from designers shall be sent directly to PA L&I with a PDF copy of the submission package being forwarded to Sherri Ebeling in OPP Design Services, sep21@psu.edu.

All of the following must be submitted to Sherri when the designer submits to L&I:

1.     Copies of ucc-3 and ucc-2 for level 2 submissions and ucc-15 for level 1 submissions as well as all other correspondence when necessary such as a comCheck, special inspections (ucc-6), and /or variance requests.

2.     The signed and sealed submission drawings in pdf format (drawings must be sealed with a PA license)

3.     PSU project number and PSU Project Leader.

Pre-signed applications listing PSU as the building owner are available for use by designers. Those applications can be obtained from PSU project leaders or Sherri Ebeling. Please note on the application where fees are indicated that all PSU owned structures are exempt when the space is being utilized by PSU. Even though PSU is exempt from the fees, the estimated cost of construction must still be indicated on the application. When the space is owned by PSU but being leased to non-PSU affiliates, the fees do apply.

Space leased by PSU but where the building or structure is not owned by PSU will be subject to the PA UCC requirements of the local municipality. In some cases, OPP Design Services can help with the local process.

Some minor work in existing documented buildings may be able to be performed under a building’s Annual Building Permit issued by PA L&I. For this determination, a completed Permit Determination Form may be submitted to Michael Rupert at OPP Design Services, [mrr44@psu.edu](mailto:mrr44@psu.edu). The Permit Determination form can be located at <http://www.opp.psu.edu/planning-construction-listing-for-homepage/planning-construction/building-permits>.

August 2016