

Commercial Plans Submittal Checklist

1. Building Permit Application must be completely filled out, including

- Contractor's name, phone number and address.
- Owner's name, address and phone number.
- Specify a contact person: name, phone number, e-mail and fax number.
- Project address.
- The estimated value of the project (include all materials and labor).

2. Title Page must contain all of the following information

- Building Occupancy classification(s).
- Building Construction Type.
- Building square footage (gross and each individual occupancy classification).
- Building height.
- Occupant Load.
- Sprinklered / Unsprinklered.
- Allowable building area.
- Area increases used.

3. Site Plan

- Recommended scale: $\frac{1}{8}'' = 1' - 0''$.
- Lot dimensions.
- Building footprint with all projections & dimensions to all property lines and/or other buildings.
- North arrow.
- Easements.
- All parking.
- Show location of handicapped parking spaces with their access aisles and curb ramps, as well as any other ramps on the site.
- Handicapped access to the buildings from the public way.
- Location of any and all retaining walls (which require separate permits).

4. Foundation Plan with wet seal & signature by design professional on each page

- Recommended scale: $\frac{1}{4}'' = 1' - 0''$
- Structural foundation details.
- Footings, foundations, piers, and grade beams.
- Post and girder intersections.
- Fireplaces – masonry or gas.

5. Floor Plans must include

- Recommended scale: $\frac{1}{4}'' = 1' - 0''$.
- Full architectural plans, fully dimensioned and labeled.
- Exit plan for each level detailing exit path and distance to the exit discharge.

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6. Exterior Elevations

- Recommended scale: $\frac{1}{4}'' = 1'-0''$.
- Identify finish materials to be used.

7. Structural and Architectural Details (to include all applicable from following)

- Recommended scale: $\frac{3}{4}'' = 1'-0''$.
- Roof, to include eaves, overhangs, rake and gables.
- Floor changes (i.e. slab-to-wood frame).
- Handrails, guardrails, and support details.
- Structural floor, shear wall and roof framing details.
- Fire wall, fire barrier, and fire partition details with listed assembly designs.
- Suspended ceiling plan with support details.
- Structural section with details at foundation, floor and roof levels.
- Typical cross section in each direction.
- Special inspections required.

8. Manufacturer's Specifications for Prefabricated Trusses

9. HVAC Plan to include all applicable

- Location of HVAC equipment.
- Duct location and layout for supply and return air.
- Smoke/Fire damper locations.
- CFMs of all HVAC units.
- Outdoor air schedule showing compliance with minimum ventilation rates.
- Gas line drawing, including input rating in BTU's of all equipment.

10. Plumbing Layout (to include all supply and drainage piping)

- Show all water heaters.
- Sewer connection location.
- Grease, oil, sand interceptors and sizing calculations.
- Location and type of back-flow prevention devices.
- Roof drain locations and sizing calculations.

11. Electrical Plan

- Panel size(s) and location(s).
- Outlet layout.
- Switching layout.
- Detail locations of ground fault and arc-fault outlets on the plans.
- One-line diagram.

12. Handicapped Accessibility

- Define all handicapped access features for new construction per current International Building Code, and ANSI A-117.1.
- For remodeling and tenant improvement, the area of improvement shall comply with the access requirements for new construction. An accessible route of travel will be required to the remodeled/improved area.

13. Energy

- Provide energy compliance documentation for building envelope, mechanical systems, service water heating and electrical power and lighting systems.