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: ⅛" = 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: ¼" = 1’ – 0”
   - Structural foundation details.
   - Footings, foundations, piers, and grade beams.
   - Post and girder intersections.
   - Fireplaces – masonry or gas.

5. **Floor Plans must include**
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- Recommended scale: ¼” = 1’ – 0”.
- Full architectural plans, fully dimensioned and labeled.
- Exit plan for each level detailing exit path and distance to the exit discharge.

6. Exterior Elevations
   - Recommended scale: ¼” = 1’-0”.
   - Identify finish materials to be used.

7. Structural and Architectural Details (to include all applicable from following)
   - Recommended scale: ¼” = 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.
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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.