



## 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. Plot Plan

- Recommended scale:  $\frac{1}{2}'' = 1' - 0''$ .
- 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
- 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 and architectural 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.

## **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 framing details.
- Fire wall, fire barrier, and fire partition details.
- 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.
- 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.

## **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.

## **12. Handicapped Accessibility**

- Define all handicapped access features for new construction per current International Building Code, and ANSI A-117.1, (2003 edition).
- 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.