

**COMMERCIAL PLAN REVIEW SUBMITTAL CHECKLIST**

<b>BUILDING PERMIT NUMBER</b>		<b>PROJECT NUMBER</b>	
<p><b>Section 107 Submittal documents.</b> Construction documents, statement of special inspections, and other data shall be submitted in one set of digitally with each permit application, paper plans will only be accepted when plans are hand drawn. The construction documents shall be prepared by a registered design professional where required by statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the Building Official is authorized to require additional construction documents to be prepared by a registered design professional.</p> <p>Exceptions: The Building Official may waive submission of plans and/or calculations if the work is such that reviewing of plans is not necessary to obtain compliance with this code. The work being done is not highly technical in nature or there is no unreasonable potential risk to life and/or safety of the structure. The erection, enlargement, or alteration of any building, or appurtenance thereto, where the resulting building has a ground area of 4,000 square feet.</p>			
<b>JOB INFORMATION</b>		<b>DESIGN PROFESSIONAL &amp; APPLICANT INFO.</b>	
Job Name:		Design Professional:	
Address:		Address:	
City:		City:	State: Zip:
Building Occupancy (specific use):		Phone:	Email:
		Applicant/Owner:	
		Address:	
		Phone:	
		Email:	
<b>CHECKLIST - Submit one digital (pdf) copy of plans and structural calculations</b>			
<input type="checkbox"/> A cover sheet is required on all plans submitted		<b>MECHANICAL PLANS-</b> equipment location, size, type, duct layout, fan capacity, gas piping, ect.	
<input type="checkbox"/> Cover sheet shall include, but is not limited to: see Additional Data Required on cover sheet.		<b>STRUCTURAL CALCULATIONS</b>	
<b>TITLE BLOCK</b>		<b>ELECTRICAL PLANS</b> - exits, fire alarms, and life safety equipment	
<input type="checkbox"/> Owner Name, Address, and Phone numbers		<b>PLUMBING PLANS</b> - size water, sewer lines, show materials	
<input type="checkbox"/> Building location and Address (if assigned)		<b>TRUSS DRAWINGS AND LAYOUT</b> - one set or digital (pdf). (preliminary design acceptable)	
<input type="checkbox"/> Project Name			
<input type="checkbox"/> Designers Name, Address, Phone numbers and email			
<input type="checkbox"/> Consultant Name, Address, phone numbers and email			
<input type="checkbox"/> Contractor(s), Address, phone numbers and email			
<input type="checkbox"/> If Leased Property, Lessee's Name, Address and Phone #			
<b>SHEET INDEX</b> - calling out all submitted sheets		<b>OTHER</b>	
<b>VICINITY MAP</b>		<b>FIRE ALARM DRAWINGS</b>	
Site information: Legal Description, Tax Lot Number, Site Area		<b>FIRE SPRINKLER DRAWINGS</b>	
<input type="checkbox"/> Size, Zoning Designation, Fire District		<b>HAZAROUS MATERIALS INVENTORY LIST</b>	
<b>SITE PLAN SHEET</b> (required) to include but not limited to:		<b>SPECIAL INSPECTION AGREEMENT</b>	
<input type="checkbox"/> Distances from Building to property lines and other structures		<b>MANUFACTURES CUT SHEETS</b>	
<input type="checkbox"/> Fire Hydrant Locations and distances to proposed building		<b>ADDITIONAL DATA REQUIRED ON COVER SHEET</b>	
<input type="checkbox"/> Fire Vehicle Access Road, Widths and Turnarounds		Is the Occupancy Group or Groups shown? 302.1	
<input type="checkbox"/> Accessible Parking Stalls and Accessible Route to Building		Are current adopted codes listed?	
<input type="checkbox"/> All Easements		What is the total occupant load? Table 1004.1	
<b>ARCHITECTURAL SHEETS</b>		What is the required egress width? 1005.1	
<input type="checkbox"/> Foundation Plan. Required for complete review only.		What is the plumbing occupant load? 2902.1, Table 2902.1	
<input type="checkbox"/> Floor Plans - include sq. ft. dimensions, room use, window and door locations		Separated uses or Non-separated uses? 508.2.4, 508.3	
<input type="checkbox"/> Building Cross Sections - foundation, floor framing, wall framing and roof details		Are you using yard increases? 506.1	
<input type="checkbox"/> Building Elevations		Are you using fire sprinkler increases? 506.3	
<input type="checkbox"/> Structural Calculations: Required for new construction		Is the total square footage listed? Table 503	
<input type="checkbox"/> ADA Disabled Access		<b>PLAN REVIEWER</b>	
<input type="checkbox"/> Energy Code Documentation		Date Started	
		Sent Letter	
		Date Issued	
		<b>APPLICANT</b>	
		Signature:	
		Print Name:	
		Date:	

Please Check form as follows: X = Submitted, M = if missing and required, N = not applicable