

NEW COMMERCIAL PLAN SUBMITTAL CHECKLIST



Project Name: _____ Contact Name: _____

Building Address: _____ Email: _____

1. **TWO SETS (MINIMUM 36" X 24" - ALL PAGES MUST BE THE SAME SIZE)** signed and dated with Architect or Engineering wet stamps.
2. **CONSTRUCTION DOCUMENTS: ONE (1) SET HARD COPIES**
3. **A DISK WITH THE .pdf COPY OF BOTH PLANS AND CONSTRUCTION DOCUMENTS**
4. **"DESIGN BUILD" IN LIEU OF PROPER PLANS IS NOT ACCEPTABLE**
5. **FIRE SPRINKLER AND ALARMS CAN BE DEFERRED SUBMITTAL**

ALL WORK MUST COMPLY WITH 2012 INTERNATIONAL BUILDING CODE, 2011 NATIONAL ELECTRICAL CODE, 2012 INTERNATIONAL PLUMBING CODE, 2012 INTERNATIONAL MECHANICAL CODES, 2012 INTERNATIONAL FUEL GAS CODE, 2012 INTERNATIONAL ENERGY CONSERVATION CODE, 2012 INTERNATIONAL FIRE CODE AND 2003 ICC / ANSI A117.1.

In an effort to shorten plan review times, please check the plans and application to be sure the information below has been included. **Check off each of the following items, or mark N/A if items do not apply, and sign the bottom of the form.** This checklist is not all inclusive. If necessary, additional information may have to be submitted.

PLAN REVIEW DEPOSIT:

Based on Project Valuation, not to exceed \$1,000.00

CONSTRUCTION DOCUMENTS:

- _____ **COM CHECK** (energy analysis)
_____ **GEO TECH REPORT** (soils engineering analysis)

COVER SHEET with the following requirements:

- _____ Plans 3,000 sf or more require a design professional stamp and signature
_____ Plan Criteria (code analysis of allowable areas/heights & increases, occ'y separations, egress, rated walls & openings, req'd plumbing fixtures, etc.)
_____ Occupancy Load
_____ Index of Drawings
_____ Zone/Code Summary/Parcel Number
_____ General Notes
_____ Contacts and Design Professionals
_____ Site Plan, including distances to all property lines
_____ Landscaping
_____ Floor Plans and Elevations _____ Footing/Foundation/Basement
_____ Wall Cross Sections and Details _____ Floor and Roof Framing

_____ Beam and Header Schedules _____ Stairway, Handrail, and Guard Details
_____ Insulation Specifications _____ Structural Sheets, Spec's and Details

PLUMBING

_____ DWV Isometric with Pipe Sizing and Cleanout Locations
_____ DWV and Water Piping Plan Views with Sizing
_____ Gas Piping with Loads, Lengths, Sizing, and System Pressure
_____ Fixture Schedule _____ Piping Materials _____ Water Service Size

MECHANICAL

_____ Equipment Schedule _____ Duct Materials and Layout
_____ Vent Sizing _____ Combustion Air Provisions
_____ Ventilation / Make-Up Air Provisions and Ductwork (if applicable)

ELECTRICAL

_____ Service One-Line with Sizing _____ Wiring Method(s)
_____ Load Calculations _____ Circuitry and Panel Schedules
_____ Switch and Receptacle Locations _____ Lighting Outlets and Luminaires

FIRE

Deferred Submittals (check if yes) [] Automatic Fire Sprinkler System, [] Fire Pump,
[] Fire Standpipe, [] Fire Alarm System, [] Clean Agent System, [] Dry Chemical System,
[] Commercial Kitchen U.L. 300 Wet Chem. System
_____ Show Fire Department Access
_____ Show Fire Hydrants
_____ Show Flow per Fire Code

CIVIL ENGINEERING

_____ Roads _____ Water _____ Sewer _____ Utilities
_____ Curb & Gutter, and Sidewalks _____ Grading Plan
_____ Storm Drainage (including calculations) and Retention (if applicable)
_____ Best Management Practices (required by the EPA)

My signature below indicates that all submittals have been carefully reviewed and that all of the items noted above have been included. I realize that an incomplete submittal will cause delays in the processing and issuance of my permit.

Rev. 10/07

Applicant's signature

Date