

# COMMERCIAL - Addition

## 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