



## Commercial Plans Submittal Checklist

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### **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, or fax number
- Project address
- The estimated value of the project (include all materials and labor)

### **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.

### **Plot Plan**

- Recommended scale: 1/8" = 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)

### **Foundation Plan with wet seal & signature by design professional on each page:**

- Recommended scale: 1/4" = 1' - 0" Structural and architectural details
- Footings, foundations, piers, and grade beams
- Post and girder intersections
- Fireplaces – masonry or gas

### **Floor Plans: must include:**

- Recommended scale: 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

### **Exterior Elevations:**

- Recommended scale: 1/4" = 1'-0"
- Identify finish materials to be used

**Structural and Architectural Details (to include all applicable from following):**

- Recommended scale: 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

**Manufacturer's Specifications for Prefabricated Trusses**

**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

**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

**Electrical Plan:**

- Panel size(s) and location(s)
- Outlet layout
- Switching layout
- Detail locations of ground fault and arc-fault outlets on the plans

**Handicapped accessibility:**

- Define all handicapped access features for new construction per current International Building Code, and ANSI A-117.1, (1998 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.