

Commercial Plan Review Requirements

Commercial, Industrial, and Multi-Family
New structures, additions, tenant improvement and/or change of use

Project Address _____

- Site Review Submittal Package (see Site Review Requirements)
- Provide 2 complete sets of drawings at a 1/4" per 1'0" minimum scale
- Structural engineering may be required
- Commercial drawings to be prepared by a licensed professional

_____ **(1) Code Summary**

Design loads
Occupancy classification
Allowable area/height calculations
Location & identification of fire partitions, barriers and/or walls
Provide UL or GA listed assemblies for fire rated construction (walls, floor/ceilings, etc.)
Type of construction
Occupant loads/areas
Means of egress size, location and signage

_____ **(2) Site Plan**

Legal description & legal address
Show all property lines and easements
Existing and proposed structures
Distance from structures (eaves) to the property lines
Utilities, site drainage, sidewalks and parking
Indicate handicap accessibility & egress compliance to a public way
Landscape and grading plans
Minimum Scale 1/8" per 1'0" or 20 to 1 engineer scale

_____ **(3) Foundation Detail**

Provide a foundation detail from the footing to top of foundation wall. Show all reinforcement, embeds, and imposed loads.

_____ **(4) Floor Plan Showing Existing and Proposed Structures**

Indicate the use of each area
Dimensions of each area
Door and window schedule. Include U-factor & SHGC rating
Show the locations of the listed assemblies
Indicate accessibility compliance for structure

_____ **(5) Wall Section**

Detail showing construction from the footing to the roof line
Show the type and size of headers
Wall framing detail showing the type of framing materials

- _____ (6) **Floor Framing**
Detail showing the type, size and material of the floor framing
- _____ (7) **Roof Framing**
Detail the type, size and the material to be used for the roof framing
- _____ (8) **Plumbing Layout**
Provide a plumbing schematic showing the type of material, the size of the drain, waste and vent lines
- _____ (9) **HVAC and Electrical Layout**
Provide a HVAC layout, show fire/smoke damper locations
Provide HVAC load calculations. Provide equipment schedule
Provide electrical & lighting layout. All rooms with 2 or more fixtures require Bi-level switching. Provide lighting schedule, include lumens per watt.
- _____ (10) **Energy Code IECC 2012**
Provide comcheck report
Free downloadable program www.energycodes.gov/comcheck
- _____ (11) **Handicap Accessibility**
Structure to meet Chapter 11 of the International Building Code and ICC/ANSI A117.1-2009 Standards.
Provide details on accessibility to the structure, handicap signage, handicap restrooms, accessibility through-out the structure and related devices.
- _____ (12) **Exterior Lighting**
Cut-sheets for all exterior fixtures (pole & building mounted)
Pole height and details
Photometric site plan
- _____ (13) **Architectural Review**
Building elevations
Colors and materials
Landscape plan
Site plan and outdoor lighting plan
- _____ (14) **Impact Fees**
To determine impact fee credits on existing structures addition or change of use provide the original floor plan showing square footage and use along with existing plumbing fixtures. **Public Works Department determines fees.**
- _____ (15) **Stormwater Management Permit**
Obtained through the Public Works Department