

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

- **Architectural Review Submittal Package** (see Architectural Review Requirements)
- **Site Review Submittal Package** (see Site Review Requirements)
- Structural engineering may be required
- Commercial drawings to be prepared by a licensed professional **(NO COLORED DRAWINGS)**
- ALL drawings, plans, etc. are to be submitted electronically to [bldgdept@kalispell.com](mailto:bldgdept@kalispell.com)
- Cover Sheet
- **LOCKED DRAWINGS WILL BE REJECTED**

\_\_\_\_\_ (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
- Geotechnical Report – refer to IBC Section 1803.6

\_\_\_\_\_ (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) **Demolition Plan**

- Floor plan, area, plumbing fixtures and all other equipment

\_\_\_\_\_ (4) **Foundation Detail**

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

\_\_\_\_\_ (5) **Floor Plan Showing Existing and Proposed Building Layout**

- 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

\_\_\_\_\_ (6) **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

- \_\_\_\_\_ (7) **Floor Framing**
  - Detail showing the type, size and material of the floor framing
  
- \_\_\_\_\_ (8) **Roof Framing**
  - Detail the type, size and the material to be used for the roof framing
  
- \_\_\_\_\_ (9) **Plumbing Layout**
  - Provide a plumbing schematic showing the type of material, the size of the drain, waste and vent lines
  
- \_\_\_\_\_ (10) **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.
  
- \_\_\_\_\_ (11) **Energy Code IECC 2012**
  - NEW CONSTRUCTION: Provide documentation showing compliance w/ IECC section C401.2 #1, 2 or 3.
  - EXISTING BUILDING: Additions, alterations and repairs to existing buildings require documentation showing compliance w/ IECC section C401.2.1 #1, 2 or 3.
  - COMcheck is an acceptable alternative. Free downloadable program [www.energycodes.gov/comcheck](http://www.energycodes.gov/comcheck)
  
- \_\_\_\_\_ (12) **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.
  
- \_\_\_\_\_ (13) **Exterior Lighting (If no exterior lighting, please clearly note on plans)**
  - Cut-sheets for all exterior fixtures (pole & building mounted)
  - Pole height and details
  - Photometric site 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) **Storm water, Driveway & Right-of-way Permits**
  - Visit our Public Works Department at [http://www.kalispell.com/public\\_works/permits.php](http://www.kalispell.com/public_works/permits.php) to fill out the permits and then email them to [publicworks@kalispell.com](mailto:publicworks@kalispell.com) or drop them off at City Hall.