

PROJECT INFORMATION			
Project name:			Date:
Project address:	City:	State:	ZIP:
Scope of work:			
Reference no.:		Map and tax-lot no.:	
Contact person name:		Company:	
Phone:		Fax:	
Cellular phone:		E-mail:	
NOTES AND INSTRUCTIONS			
<ul style="list-style-type: none"> ■ The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted. ■ This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements. ■ For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book. ■ It is not necessary to duplicate submittal information, even if it is asked for in multiple sections. ■ In the checklist, “Required” means that the applicant must provide this information for plan review. ■ In the checklist, “P” means — <ul style="list-style-type: none"> • <i>if checked by the applicant</i> — the information is provided for the plan review. • <i>if checked by the plans reviewer</i> — this information is required for the plan review. ■ In the checklist, “NA” means that the information does not apply. ■ Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted. 			
PRE-SUBMITTAL PROCESS			
<p>An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.</p>			
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SECTION 1.0 — GENERAL PROJECT DATA

Construction documents

Location (sheet number or spec section)

- 1.1 Required No. of sets of plans: _____
- 1.2 Required Cover sheet title block _____
- 1.3 Required Cover sheet vicinity map _____
- 1.4 Required Cover sheet plan index _____
- 1.5 P NA Code summary _____
- 1.6 P NA Deferred submittal summary _____
- 1.7 P NA Professional stamp and signature _____
- 1.8 P NA Fire-and-life-safety plan _____
- 1.9 P NA Landscape plan _____
- 1.10 P NA Landscape specifications _____

Supporting documents

Notes

- 1.20 P NA Land-use or planning actions _____
- 1.21 P NA Required fire-flow calculations _____
- 1.22 P NA Fire-hydrant flow-test report _____
- 1.23 P NA Fire department or fire district building survey report
- 1.24 P NA Material safety data sheets (MSDS) _____

SECTION 2.0 — CIVIL DATA

Construction documents

Location (sheet number or spec section)

- 2.1 Required Site plan _____
- 2.2 Required Site utility plan _____
- 2.3 Required Grading plan _____
- 2.4 Required Erosion-control plan _____
- 2.5 P NA Utility-vault location and details _____

Supporting documents

Notes

- 2.20 P NA Geotechnical/soil engineer report _____
- 2.21 P NA Storm-water calculations _____
- 2.22 P NA Site retaining-wall structural calculations _____
- 2.23 P NA "Assurance of Compliance" with environmental rules

SECTION 3.0 — ARCHITECTURAL DATA

Construction documents

Location (sheet number or spec section)

- 3.1 Required Floor plan(s) _____
- 3.2 Required Transverse and longitudinal cross sections _____
- 3.3 Required OSSC Chapter 11/ANSI 117.1 accessibility requirements _____
- 3.4 P NA Interior elevations _____
- 3.5 P NA Exterior elevations _____
- 3.6 P NA Roof plan _____
- 3.7 P NA Wall type sections and details _____
- 3.8 P NA Reflected ceiling plan(s) _____
- 3.9 P NA Fire-rated construction details _____
- 3.10 P NA Energy-code-compliant construction details and specifications COM CHECK required..... _____
- 3.11 P NA Door schedule _____
- 3.12 P NA Glazing schedule _____
- 3.13 P NA Furniture plan _____

Supporting documents

Notes

- 3.20 P NA Energy-code-compliance forms/calculations COM CHECK _____
- 3.21 P NA Material safety data sheets (MSDS) _____
- 3.22 P NA Hazardous materials inventory statement (HMIS) _____
- 3.23 P NA Hazardous materials management plan (HMMP) _____
- 3.24 P NA Written fire-and-life-safety evacuation plan for area of rescue assistance _____
- 3.25 P NA Active and passive smoke-control information _____

SECTION 4.0 — STRUCTURAL DATA

Construction documents

Location (sheet number or spec section)

- 4.1 Required Structural cover sheet _____
- 4.2 P NA Foundation plan and details _____
- 4.3 P NA Under-slab mechanical plan _____
- 4.4 P NA Under-slab electrical plan _____
- 4.5 P NA Under-slab plumbing plan _____
- 4.6 P NA Floor framing plan _____
- 4.7 P NA Roof framing plan _____
- 4.8 P NA Structural elevations _____
- 4.9 P NA Structural details and cross sections _____
- 4.10 P NA Standpipe information _____
- 4.11 P NA Special inspector/structural observation matrix _____

Supporting documents

Notes

- 4.20 P NA Geotechnical/soil engineer report _____
- 4.21 P NA Site-specific seismic hazard report _____
- 4.22 P NA Design narrative _____
- 4.23 P NA Structural calculations _____
- REQUIRED: Seismic Design of all building component attachments (Zone D only) (OSSC 1613.5.2)

SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

Construction Documents

- 5.1 Required Floor plan
- 5.2 Required Equipment Schedule.....
- 5.3 P NA Site Plan
- 5.4 P NA Under-slab mechanical plan
- 5.5 P NA Roof Plan
- 5.6 P NA Fuel-gas piping plan.....
- 5.7 P NA HVAC equipment and duct plan.....
- 5.8 P NA Roof access details.....
- 5.9 P NA Duct smoke detector plans.....
- 5.10 P NA Fire/smoke damper locations.....
- 5.11 P NA Smoke-control plan.....
- 5.12 P NA Outside air (OSA) table.....
- 5.13 P NA Refrigeration equipment and piping plan.....
- 5.14 P NA Kitchen equipment plan.....
- 5.15 P NA Type I and/or Type II kitchen hood plan
(see Section 7.0 — Mechanical Data)
- 5.16 P NA Fume/vapor hood plan.....
- 5.17 P NA Process piping/product and/or exhaust-conveying.....
- 5.18 P NA Fire-rated construction details.....
- 5.19 P NA Equipment hanger/fastener details.....
- 5.20 P NA Structural calculations for vertical loads.
- 5.21 P NA Structural calculations for lateral loads,
for equipment weighing over 400 lbs.....
- 5.22 P NA Equipment manufacturer's catalog "cut sheets"
- 5.23 P NA Outside air (OSA) calculations.....
- 5.24 P NA Smoke-control calculations.....
- 5.25 P NA Combustion-air calculations.....
- 5.26 P NA Fuel-gas-piping sizing calculations.....
- 5.27 P NA Make-up air calculations.....
- 5.28 P NA Energy-code-compliance forms.....
- 5.29 P NA Boiler Information.....

SECTION 6.0 — MECHANICAL DATA (Additional or replacement rooftop installation permits)

Construction documents

Location (sheet number or spec section)

- 6.1 Required Roof plan
- 6.2 P NA Roof framing plan
- 6.3 P NA Fuel gas-piping plan
- 6.4 P NA Roof access details

Supporting documents

Notes

- 6.20 Required Structural calculations for vertical loads
- 6.21 Required Structural calculations for lateral loads, for equipment weighing over 400 lbs.
- 6.22 P NA Equipment manufacturers' catalog "cut sheets" or specifications
- 6.23 P NA Fuel gas piping sizing calculations
- 6.24 P NA Energy-code-compliance forms/COM CHECK.....

SECTION 7.0 — MECHANICAL DATA (Type I and Type II kitchen hood permits)

Construction documents

Location (sheet number or spec section)

- 7.1 Required Site plan.....
- 7.2 Required Floor plan(s).....
- 7.3 Required Kitchen equipment plan
- 7.4 Required Kitchen equipment and hood elevations
- 7.5 P NA Roof plan
- 7.6 P NA Cross sections through hoods, ducts and shafts
- 7.7 P NA Fire-rated construction details
- 7.8 P NA Fire suppression details

Supporting documents

Notes

- 7.20 Required Structural calculations for vertical loads.....
- 7.21 Required Structural calculations for lateral loads, for equipment weighing over 400 lbs.
- 7.22 Required Make-up air calculations.....
- 7.23 P NA Equipment manufacturers' catalog "cut sheets" or specifications.....
- 7.24 P NA Hood/grease extractor listing documentation.....
- 7.25 P NA Hood/grease duct sizing calculations
- 7.26 P NA Fire suppression information

SECTION 8.0 — PLUMBING DATA

Construction documents

Location (sheet number or spec section)

- 8.1 Required Floor plan(s) _____
- 8.2 Required Piping and material schedule _____
- 8.3 Required Equipment layout plan _____
- 8.4 Required Fixture schedule _____
- 8.5 P NA Site utility plan _____
- 8.6 P NA Building cross section _____
- 8.7 P NA Rise diagram _____
- 8.8 P NA Roof plan _____
- 8.9 P NA Backflow-prevention location _____
- 8.10 P NA Irrigation plan _____
- 8.11 P NA Fire-rated construction details _____
- 8.12 P NA Under-slab plumbing plan _____

Supporting documents

Notes

- 8.20 Required Structural calculations for vertical loads _____
- 8.21 Required Structural calculations for lateral loads, for equipment weighing over 400 lbs. _____
- 8.22 P NA Equipment manufacturers' catalog "cut sheets" or specifications _____
- 8.23 P NA Utility maintenance agreements _____
- 8.24 P NA Water supply calculations _____
- 8.25 P NA Sanitary system calculations _____
- 8.26 P NA Irrigation demand calculations _____
- 8.27 P NA Roof drain and storm-water calculations _____

SECTION 9.0 — ELECTRICAL DATA

Construction documents

Location (sheet number or spec section)

- 9.1 Required No. of sets of plans: _____
- 9.2 Required Floor plan(s) _____
- 9.3 Required Electrical load calculations _____
- 9.4 Required One line diagram _____
- 9.5 Required Feeder riser diagram _____
- 9.6 Required Available fault current information _____
- 9.7 Required Panel schedule(s) _____
- 9.8 P NA Site electrical plan _____
- 9.9 P NA Fire-rated-construction details _____
- 9.10 P NA Lighting plan _____
- 9.11 P NA Emergency power system and emergency lighting plan ... _____
- 9.12 P NA Under-slab electrical plan _____

Supporting documents

Notes

- 9.20 Required Structural calculations for vertical loads _____
- 9.21 Required Structural calculations for lateral loads, for equipment weighing over 400 lbs. _____
- 9.22 P NA Energy code compliance forms and calculations for lighting _____
- 9.23 P NA Emergency power system specifications _____
- 9.24 P NA Feeder riser information _____
- 9.25 P NA Lighting equipment manufacturers' catalog "cut sheets" or specifications _____

SECTION 10.0 — FIRE SUPPRESSION DATA

Construction documents

Location (sheet number or spec section)

- 10.1 Required Floor plan(s)
- 10.2 Required Sprinkler piping plan(s)
- 10.3 P NA Site plan
- 10.4 P NA Standpipe information
- 10.5 P NA Backflow-prevention information
- 10.6 P NA Reflected ceiling plan(s)
- 10.7 P NA Transverse and longitudinal cross sections
- 10.8 P NA Fire-rated construction details
- 10.9 P NA Specialty fire suppression system plans
and list of systems

Supporting documents

Notes

- 10.20 Required Structural calculations for vertical loads
- 10.21 Required Structural calculations for lateral loads, for equipment
weighing over 400 lbs.
- 10.22 Required Equipment manufacturers' catalog "cut sheets"
- 10.23 P NA Hydraulic calculations
- 10.24 P NA Specialty fire-suppression-system information

SECTION 11.0 — FIRE DETECTION AND ALARM DATA

Construction documents

Location (sheet number or spec section)

- 11.1 Required Floor plan(s)
- 11.2 P NA Site plan
- 11.3 P NA Reflected ceiling plan(s)
- 11.4 P NA Transverse and longitudinal cross section(s)
- 11.5 P NA Wiring schematic
- 11.6 P NA Elevator recall information
- 11.7 P NA Operational matrix
- 11.8 P NA Fire-rated construction details
- 11.9 P NA Standard electrical notes

Supporting documents

Notes

- 11.20 Required Structural calculations for vertical loads
- 11.21 Required Structural calculations for lateral loads, for equipment
weighing over 400 lbs.
- 11.22 Required Equipment manufacturers' catalog "cut sheets"
- 11.23 Required Installer certification information
- 11.24 P NA Battery calculations
- 11.25 P NA Sample fire alarm log book

SECTION 11.0 — FIRE DETECTION AND ALARM DATA (CONTINUED)

Supporting documents

Notes

- 11.26 P NA Emergency power system specifications
- 11.27 P NA Monitoring certification information
- 11.28 P NA Voltage drop calculations

SECTION 12.0 — RE-ROOF INSTALLATION DATA

Construction documents

Location (sheet number or spec section)

- 12.1* Required Roof plan

The site plan typically includes the following:

- North arrow
- A note describing the scope of work, such as tear-off, overlay, etc.
- A note indicating approx. squares of roofing to be applied
- Area in which work is to be performed
- Location of roof access

* The building official may waive submission of plans. Contact jurisdiction for more information.

Supporting documents

Notes

- 12.20 Required Pre-re-roof inspection report
- 12.21 Required Roofing system listing information
- 12.21 Required Roofing manufacturer’s installation instructions
- 12.22 P NA Roof manufacturer’s catalog “cut sheets”
- 12.24 P NA Structural engineer’s report

SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

Construction documents

Item

Location (sheet number or spec section)

- 13.1 P NA Required
- 13.2 P NA Required
- 13.3 P NA Required
- 13.4 P NA Required
- 13.5 P NA Required
- 13.6 P NA Required
- 13.7 P NA Required
- 13.8 P NA Required
- 13.9 P NA Required
- 13.10 P NA Required