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PLAN REVIEW SUBMITTAL REQUIREMENTS **Commercial Tenant Finish/Remodel**

- 1) Complete permit application
- 2) Two sets of construction drawings including but not limited to a code analysis on the title page, floor plan, wall sections, elevations, structural, electrical including a one line diagram, mechanical plan, plumbing plan including water supply isometric, special systems plan (exterior changes require elevation plans) and a site plan showing the location of the project in relation to the rest of the building and the parking areas. All plans are required to bear the original seal and signature of a design professional.
- 3) Special systems plans include but are not limited to fire rated assemblies, fire stopping, fire/smoke dampers, hood systems and grease traps/interceptors.
- 4) One set of structural calculations bearing the original seal and signature of a design professional.
- 5) A complete Com-Check report based on the currently adopted Energy Code. Each section of the Com-Check report shall bear the original seal and signature of a licensed engineer in the respective field.

General Construction Plan Information

- 1) Name, address and unit/suite number of the tenant space.
- 2) Legal description of the property.
- 3) Contact information of all the design professionals or record.
- 4) Code analysis shall include but not be limited to: occupancy group, type of construction, number of stories, height of building, actual floor area, allowable area calculation, occupant load, number of exits, exit access travel distance, total exit width and required plumbing fixture calculation.

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