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PLAN REVIEW SUBMITTAL REQUIREMENTS
Commercial, Multifamily and Single Family Attached

- 1) Completed 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 and site plans to include parking and site lighting. 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 and site specific soils report 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.
- 6) Two sets of truss drawings and layout sheets for pre-manufactured roof systems.

General Construction Plan Information

- 1) Name, address and unit/suite number of the tenant space.
- 2) Legal description of the property.
- 3) Break down of total square footage ie: Mezzanine, Warehouse, Office or other. Also total square footage of all impervious area.
- 4) Contact information of all the design professionals or record.
- 5) 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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