



## COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Two paper copies 24" X 36" and 1 digital copy in PDF format of the plans are required to be submitted. Plan review fee is 50% of the permit cost based on the latest ICC building valuation data. Submittal of plans shall clearly describe the project with appropriate emphasis given to the following:

1. Structural integrity
2. Life safety
3. Barrier-free accessibility
4. Building codes compliance
5. Definition of scope of work

Size and complexity of the project will determine the type and number of drawings.

The following is an example of a component outline for plan submittal.

### **Cover Sheet**

Project identification and location

Listing of design professionals

Owner information

Name of the design professional in charge (person in charge of project coordination). All communication should be directed through this individual.

### **Design criteria information to be provided:**

- a. Seismic zone
- b. Occupancy group
- c. Type of construction
- d. Location of property
- e. Square footage/Allowable area
- f. Fire sprinkler requirements (if any)
- g. Height and number of stories
- h. Occupant load
- i. Building code edition project was designed to
- j. Special inspections required

### **Site Plan:**

Indicate proposed new structure and any existing buildings or structures, property lines with dimensions, streets, easements, and setbacks. Show water, sewer, and electrical points of connection, proposed service and existing utilities on the site. Utility locations must be approved by the Department of Public Utilities. Show required parking, drainage, and grading information



(with reference to finish floor and streets). Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. Show north arrow.

### **Landscape/Buffer Plan:**

Show location and size of all required buffer areas and planting details.

### **Foundation Plans:**

Indicate foundation and footings. Indicate size, location, thickness, materials and strengths and reinforcing. Show embedded anchoring, such as anchor bolts, hold-downs, and column base plates.

Provide geotechnical criteria and assumptions used for foundation design.

### **Floor Plan:**

Indicate all floors including basement. Show all rooms with their intended use, overall dimensions and locations of structural elements and openings. Show doors and windows. Provide door and window schedules, fire assemblies, area occupancy separations, and draft stops.

### **Framing Plans:**

Indicate primary structural members, their size, methods of attachment, location and materials for floors and roofs. Provide basic design criteria and material specifications.

### **Exterior Elevations:**

Indicate all views. Indicate vertical dimensions and heights. Show openings and identify all materials.

### **Building Sections and Wall Sections:**

Indicate materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Indicate dimensions of all heights.

### **Energy Requirements:**

Construction documents shall be drawn to scale on suitable material and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment as governed by the IECC. Details shall include, but are not limited to, insulation materials and their R-values;



fenestration U-factors and SHGCs; system and equipment efficiencies, types, sizes and controls; duct sealing, insulation and location; and air sealing details.

### **HVAC Systems:**

Indicate the heating, ventilating, and air conditioning systems. Include units, sizes, mounting details and air, water and refrigerant systems components and sizes. Provide equipment schedules. Provide basic design criteria.

### **Plumbing System:**

Indicate fixtures, piping, slopes, materials and sizes. Show points of connections to the septic tank, sewer systems, water lines and other applicable utilities.

### **Electrical System:**

Indicate electrical fixtures, wiring, conduit sizes and grounding, panel schedules, single line diagrams, and fixture schedules. Show point of connection to utility. Show power loads in KVA for all load centers, switchboards, main distribution panels. Provide basic design criteria.

### **Specifications:**

Either on the drawing or in booklet form further defines construction components, covering materials, finishes, and all pertinent equipment.

### **Addendum and Changes:**

It shall be the responsibility of the prime professional to notify the Building Official of changes throughout the course of the project that alter the scope, impact building code, and to provide appropriate documentation to the Building Official.