

Plan Review Submittal Requirements

Commercial, Multifamily, and Single-Family Attached

1. Completed permit Application
2. Six (6) 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, site lighting, City approved photo-metric, and City approved landscaping plan. 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 (1) set of structural calculations and a site specific soils report bearing the original seal and signature of a design professional.
5. Fire protection system plans shall be submitted to the Building Division and are required prior to issuance of the permit. Plans will be routed to the Fire Department for review.
6. A complete Com-Check report (envelope, mechanical, exterior lighting, interior lighting)_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.
7. Two (2) sets of truss drawings and layout sheets for pre-manufactured roof systems.
8. A separate construction permit is required through Development Engineering. Please submit six (6) separate sets of civil drawings. The submittal shall also include one (1) final drainage report and one (1) final utility study. First submittal of civil drawings is not required to bear the seal and signature of the design professional.

General Construction Plan Information

Plans shall include the following information:

1. Name, address and unit/suite number of the tenant space
2. Legal Description of the property
3. Contact information for all of the design professionals of 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.
5. Elevator Plans and Details

6. All braced wall lines shall be identified on the construction documents. This shall include but not be limited to bracing methods, location and length of panels, and foundation requirements of the panels at the top and bottom.