



Permit Guide Commercial Plan Review Checklist

The following checklist may be used as a guideline prior to submitting plans for review by the City. This checklist is not exhaustive. It is intended to assist in identifying commonly missed items that are essential for a successful plan review.

GENERAL ISSUES AND OCCUPANCY

- Approved plans shall be available on the construction site; plans shall be kept current including all changes to the work. Without approved plans, on-site inspections may be cancelled and rescheduled with added inspection charges. Plans will be approved as drawn; any changes made during construction shall be resubmitted for approval. The submitted and approved copy shall be kept with the original approved set of construction documents in the field for inspector review.
- The registered design professional shall be responsible for reviewing and coordinating submitted documents prepared by others including phased and deferred submittal items for compatibility with the design of the building.
- Architect's or engineer's stamp/seal/signature if drawings have been prepared by same
- A Certificate of Occupancy shall be secured prior to occupancy: MBC 2015

OCCUPANCY

- Existing and proposed uses of space/building.

TYPES OF CONSTRUCTION

- Type of building materials used in the construction of exterior and interior walls, floor/ceiling and roof framing

SITE PLANS: GENERAL BUILDING HEIGHTS AND AREAS

- Engineered site plan/survey confirming proposed development is required
- Dimensions to property lines and other buildings on the same lot
- Existing and proposed height of structure in number of stories and linear foot
- Existing and proposed area in square feet per floor of building

FIRE SAFETY

- Fire protection system shall be submitted for approval.
- All supporting construction (columns) shall be protected to afford the required fire-resistance rating of the horizontal assembly supported.
- Penetrations of horizontal assemblies without a required fire resistance rating shall meet the requirements of MBC 2015 Fire Barriers or comply with Horizontal Assemblies MBC 2015. Designed to resist the free passage of flame and products of combustion. (2-B, 3-B, 5-B)
- All dwelling units shall be separated both vertically and horizontally as prescribed in MBC 2015. Shower/Bath units shall maintain the continuity of any fire resistance ratings.
- Curtain wall design shall meet the requirements of the MBC 2015 for joint systems and shall meet ASTM E2307
- UL ratings of all required fire resistive construction including structural members, shafts, stairwells, etc.
- All foam/plastic insulation shall meet the requirements of the MBC 2015
- Please identify if a deflection top track is required. If it is required please show the method for providing the following: single or double deflection track, required deflection gap, types of lateral bracing needed, the gauge of the top and bottom track and the gauge of the studs to be used.

INTERIOR FINISHES

- Room dimensions, including ceiling heights.
- Fire rating classifications of all finish materials

SPRINKLER SYSTEMS AND ALARMS

- Information on all required fire protection systems including sprinklers, alarm systems, smoke detection systems, and standpipes (location of alarms, manual pull stations, smoke detectors, standpipes, etc.)
- Portable fire extinguishers shall be as prescribed in the MBC 2015



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EGRESS

- Means of egress: including sizes, locations of doors, corridors, stairways, etc.
- All bedroom windows shall have a minimum net clear opening of 5.7 square feet. R-3 Non-sprinkled.
- Means of egress lighting and location of exit signs.
- Emergency egress lighting shall be provided at a rate of 1 foot candle average, measure along the path of egress.
- A photometric drawing is required to verify compliance before occupancy.
- Means of egress including travel distance.
- Additional exit signs may be required based on field conditions per MBC.
- Exit enclosures shall not be used for any purpose other than means of egress including ducts, electrical conduits, and other building components that have nothing to do with the egress shaft.
- Handrails are required on both sides of ramps with a rise greater than 6": MBC 2015
- Door hardware information
- Handrail extensions may be required per MBC 2015

ACCESSIBILITY

- Applicable Barrier Free Design information regarding alterations, additions and new buildings.
- Proper Barrier Free signage is required per MBC. Sink Height is to be 34" (max) per ICC ANSI A117.1
- Two drinking fountains are required, one at 36" maximum height for wheel chairs and one a minimum of 38" for standing persons.
- A vertical grab bar in toilet rooms has been added to the requirements of the ANSI A117.1.
- Locker rooms shall be provided with a bench complying with ICC ANSI A117.1.
- Before elevator work begins, a copy of the elevator permit shall be submitted to the Inspections Office.

INTERIOR SPACES

- Wall separating R-2 and corridors, stairs, and service areas shall have sound rating of 50 STC per MBC 2015. Include wall documentation.

ENERGY CODE

- Documentation for Energy compliance to be provided.

ROOF ASSEMBLIES AND ROOF TOP STRUCTURES

- Type, fire classification rating and construction of roof coverings.

EXTERIOR WALLS

- Exterior wall detail required

MASONRY

- Construction documents required per 2101.3 detailing lintels and other masonry structural elements.
- Masonry construction shall conform to all cold weather construction provisions.
- Fireplace sections.

ELEVATORS

- Information on elevators and dumbwaiters.
- Licensed contractor and State Inspections.