



CHECKLIST FOR COMMERCIAL AND TENANT IMPROVEMENT APPLICATION

| PROJECT INFORMATION | |
|--|---|
| Project Name: | Date: |
| Address: | City/State/Zip |
| Scope of work: | |
| Reference No: | Map & Tax Lot no: |
| Contact person name: | Company: |
| Phone: | Fax: |
| Cell Phone: | Email: |
| NOTES AND INSTRUCTIONS | |
| <ul style="list-style-type: none"> • The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted • This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements. • For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book. • It is not necessary to duplicate submittal information, even if it is asked for in multiple sections. • In the checklist, “Required” means that the applicant must provide this information for plan review. • In the checklist, “P” means <ul style="list-style-type: none"> ○ <i>If checked by the applicant</i> – this information is provided for the plan review ○ <i>If checked by the plans review</i> – this information is required for the plan review • In the checklist, “NA” means that the information does not apply. • Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data”, must be included with each project submitted | |
| PRE-SUBMITTAL PROCESS | |
| <p>An applicant may request a pre-submittal meeting with the representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.</p> | |
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| | 13.0 Jurisdictional requirements..... Page 10 |

Construction documents*Location (sheet number or spec section)*

- 1.1 Required No. of sets of plans: **3 sets are required** _____
- 1.2 Required Cover sheet title block _____
- 1.3 Optional Cover sheet vicinity map _____
- 1.4 Required Cover sheet plan index _____
- 1.5 P NA Code summary _____
- 1.6 P NA Deferred submittal summary _____
- 1.7 P NA Professional stamp and signature _____
- 1.8 P NA Fire-and-life-safety plan _____

Supporting documents*Notes*

- 1.20 P NA Land-Use or planning actions _____
- 1.21 P NA Required fire-flow calculations _____
- 1.22 P NA Fire-hydrant flow-test report _____
- 1.23 P NA Fire department or fire district building survey report _____
- 1.24 P NA Material safety data sheets (MSDS) _____

SECTION 2.0 – CIVIL DATA**Construction documents***Location (sheet number or spec section)*

- 2.1 Required Site plan _____
- 2.2 Required Site utility plan _____
- 2.3 Required Grading plan _____
- 2.4 P NA Erosion-control plan _____
- 2.5 P NA Utility-vault location and details _____

Supporting documents*Notes*

- 2.20 P NA Geotechnical/soil engineer report _____
- 2.21 P NA Storm-water calculations _____
- 2.22 P NA Site retaining-wall structural calculations _____

SECTION 3.0 – ARCHITECTURAL DATA**Construction documents***Location (sheet number or spec section)*

- 3.1 Required Floor plan(s) _____
- 3.2 Required Transverse and longitudinal cross sections _____
- 3.3 Required OSSC Chapter 11 accessibility requirements _____
- 3.4 P NA Interior elevations _____
- 3.5 P NA Exterior elevations _____

| | | | |
|-----------------------------|--|--|--------------|
| 3.6 | <input type="checkbox"/> P <input type="checkbox"/> NA | Roof plan | _____ |
| 3.7 | <input type="checkbox"/> P <input type="checkbox"/> NA | Wall type sections and details | _____ |
| 3.8 | <input type="checkbox"/> P <input type="checkbox"/> NA | Reflected ceiling plan(s) | _____ |
| 3.9 | <input type="checkbox"/> P <input type="checkbox"/> NA | Fire-rated construction details | _____ |
| 3.10 | <input type="checkbox"/> P <input type="checkbox"/> NA | Energy code compliant construction details and specifications | _____ |
| 3.11 | <input type="checkbox"/> P <input type="checkbox"/> NA | Door schedule | _____ |
| 3.12 | <input type="checkbox"/> P <input type="checkbox"/> NA | Glazing schedule | _____ |
| 3.13 | <input type="checkbox"/> P <input type="checkbox"/> NA | Furniture plan | _____ |
| Supporting documents | | | <i>Notes</i> |
| 3.20 | <input type="checkbox"/> P <input type="checkbox"/> NA | Energy code compliance forms/calculations | _____ |
| 3.21 | <input type="checkbox"/> P <input type="checkbox"/> NA | Material safety data sheets (MSDS) | _____ |
| 3.22 | <input type="checkbox"/> P <input type="checkbox"/> NA | Hazardous materials inventory statement (HMIS) | _____ |
| 3.23 | <input type="checkbox"/> P <input type="checkbox"/> NA | Hazardous materials management plan (HMMP) | _____ |
| 3.24 | <input type="checkbox"/> P <input type="checkbox"/> NA | Written fire-and-life-safety evacuation plan for area of rescue assistance | _____ |
| 3.25 | <input type="checkbox"/> P <input type="checkbox"/> NA | Active and passive smoke-control information | _____ |

SECTION 4.0 – STRUCTURAL DATA

| | | | |
|-------------------------------|--|---|--|
| Construction documents | | | <i>Location (sheet number or spec section)</i> |
| 4.1 | <input checked="" type="checkbox"/> Required | Structural cover sheet | _____ |
| 4.2 | <input type="checkbox"/> P <input type="checkbox"/> NA | Foundation plan and details | _____ |
| 4.3 | <input type="checkbox"/> P <input type="checkbox"/> NA | Under-slab mechanical plan | _____ |
| 4.4 | <input type="checkbox"/> P <input type="checkbox"/> NA | Under-slab electrical plan | _____ |
| 4.5 | <input type="checkbox"/> P <input type="checkbox"/> NA | Under-slab plumbing plan | _____ |
| 4.6 | <input type="checkbox"/> P <input type="checkbox"/> NA | Floor framing plan | _____ |
| 4.7 | <input type="checkbox"/> P <input type="checkbox"/> NA | Roof framing plan | _____ |
| 4.8 | <input type="checkbox"/> P <input type="checkbox"/> NA | Structural elevations | _____ |
| 4.9 | <input type="checkbox"/> P <input type="checkbox"/> NA | Structural details and cross sections | _____ |
| 4.10 | <input type="checkbox"/> P <input type="checkbox"/> NA | Standpipe information | _____ |
| 4.11 | <input type="checkbox"/> P <input type="checkbox"/> NA | Special inspector/structural observation matrix | _____ |
| Supporting documents | | | <i>Notes</i> |
| 4.20 | <input type="checkbox"/> P <input type="checkbox"/> NA | Geotechnical/soil engineer report | _____ |
| 4.21 | <input type="checkbox"/> P <input type="checkbox"/> NA | Site-specific seismic hazard report | _____ |
| 4.22 | <input type="checkbox"/> P <input type="checkbox"/> NA | Design narrative | _____ |
| 4.23 | <input type="checkbox"/> P <input type="checkbox"/> NA | Structural calculations | _____ |

SECTION 5.0 – MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

Construction documents

Location (sheet number or spec section)

| | | | | | | |
|------|-------------------------------------|----------|--------------------------|-------|--|-------|
| 5.1 | <input checked="" type="checkbox"/> | Required | Floor plan | _____ | | |
| 5.2 | <input checked="" type="checkbox"/> | Required | Equipment schedule | _____ | | |
| 5.3 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Site plan | _____ |
| 5.4 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Under-slab mechanical plan | _____ |
| 5.5 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Roof plan | _____ |
| 5.6 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Fuel-gas-piping plan | _____ |
| 5.7 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | HVAC equipment and duct plan(s) | _____ |
| 5.8 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Roof access details | _____ |
| 5.9 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Duct smoke-detector plans | _____ |
| 5.10 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Fire/smoke damper locations | _____ |
| 5.11 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Smoke-control plan | _____ |
| 5.12 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Outside air (OSA) table | _____ |
| 5.13 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Refrigeration equipment and piping plan | _____ |
| 5.14 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Kitchen equipment plan | _____ |
| 5.15 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Type I and or Type II kitchen hood plan (see Section 7.0 – Mechanical data) | _____ |
| 5.16 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Fume/vapor hood plan | _____ |
| 5.17 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Process piping/product and/or exhaust- conveying duct plan | _____ |
| 5.18 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Fire-rated construction details | _____ |
| 5.19 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Equipment hanger/fastener details | _____ |

Supporting documents

Notes

| | | | | | | |
|------|-------------------------------------|----------|--|-------|--|-------|
| 5.20 | <input checked="" type="checkbox"/> | Required | Structural calculations for vertical loads | _____ | | |
| 5.21 | <input checked="" type="checkbox"/> | Required | Structural calculations for lateral loads, for equipment weighing over 400 lbs. | _____ | | |
| 5.22 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Equipment manufacturers' catalog "cut sheets" or specifications | _____ |
| 5.23 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Outside air (OSA) calculations | _____ |
| 5.24 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Smoke-control calculations | _____ |
| 5.25 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Combustion-air calculations | _____ |
| 5.26 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Fuel-gas-piping sizing calculations | _____ |
| 5.27 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Make-up air calculations | _____ |
| 5.28 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Energy-code-compliance forms | _____ |
| 5.29 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Boiler information | _____ |

SECTION 6.0 – MECHANICAL DATA (Additional or replacement rooftop installation permits)

Construction documents

Location (sheet number or spec section)

- 6.1 Required Roof plan _____
- 6.2 P NA Roof framing plan _____
- 6.3 P NA Fuel gas piping plan _____
- 6.4 P NA Roof access details _____

Supporting documents

Notes

- 6.20 Required Structural calculations for vertical loads _____
- 6.21 Required Structural calculations for lateral loads, for
equipment weighing over 400 lbs. _____
- 6.22 P NA Equipment manufacturers’ catalog
“cut sheets” or specifications _____
- 6.23 P NA Fuel gas piping sizing calculations _____
- 6.24 P NA Energy code compliance forms _____

SECTION 7.0 – MECHANICAL DATA (Type I and Type II kitchen hood permits)

Construction documents

Location (sheet number or spec section)

- 7.1 Required Site plan _____
- 7.2 Required Floor plan(s) _____
- 7.3 Required Kitchen equipment plan _____
- 7.4 Required Kitchen and hood elevations _____
- 7.5 P NA Roof plan _____
- 7.6 P NA Cross sections through hoods, ducts, and shafts _____
- 7.7 P NA Fire-rated construction details _____
- 7.8 P NA Fire suppression details _____

Supporting documents

Notes

- 7.20 Required Structural calculations for vertical loads _____
- 7.21 Required Structural calculations for lateral loads, for
equipment weighing over 400 lbs. _____
- 7.22 Required Make-up air calculations _____
- 7.23 P NA Equipment manufacturers’ catalog
“cut sheets” or specifications _____
- 7.24 P NA Hood/grease extractor listing documentation _____
- 7.25 P NA Hood/grease duct sizing calculations _____
- 7.26 P NA Fire suppression information _____

SECTION 8.0 – PLUMBING DATA

Construction documents

Location (sheet number or spec section)

- 8.1 Required Floor plan(s) _____
- 8.2 Required Piping and material schedule _____
- 8.3 Required Equipment layout plan _____
- 8.4 Required Fixture schedule _____
- 8.5 P NA Site utility plan _____
- 8.6 P NA Building cross section _____
- 8.7 P NA Rise diagram _____
- 8.8 P NA Roof plan _____
- 8.9 P NA Backflow-prevention location _____
- 8.10 P NA Irrigation plan _____
- 8.11 P NA Fire-rated construction details _____
- 8.12 P NA Under-slab plumbing plan _____

Supporting documents

Notes

- 8.20 Required Structural calculations for vertical loads _____
- 8.21 Required Structural calculations for lateral loads, for
equipment weighing over 400 lbs. _____
- 8.22 P NA Equipment manufacturers' catalog
"cut sheets" or specifications _____
- 8.23 P NA Utility maintenance agreements _____
- 8.24 P NA Water supply calculations _____
- 8.25 P NA Sanitary system calculations _____
- 8.26 P NA Irrigation demand calculations _____
- 8.27 P NA Roof drain and storm-water calculation _____

SECTION 8.0 – PLUMBING DATA

Construction documents

Location (sheet number or spec section)

- 9.1 P NA No. of sets of plans: _____
- 9.2 P NA Floor plan(s) _____
- 9.3 P NA Electrical load calculations _____
- 9.4 P NA One line diagram _____
- 9.5 P NA Feeder riser diagram _____
- 9.6 P NA Available fault current information _____
- 9.7 P NA Panel schedule(s) _____

- 9.8 P NA Site electrical plan _____
- 9.9 P NA Fire-rated construction details _____
- 9.10 P NA Lighting plan _____
- 9.11 P NA Emergency power system and emergency lighting plan _____
- 9.12 P NA Under-slab electrical plan _____

Supporting documents

Notes

- 9.20 Required Structural calculations for vertical loads _____
- 9.21 Required Structural calculations for lateral loads, for
equipment weighing over 400 lbs. _____
- 9.22 P NA Energy code compliance forms and calculations
for lighting _____
- 9.23 P NA Emergency power system specifications _____
- 9.24 P NA Feeder riser information _____
- 9.25 P NA Lighting equipment manufacturers' catalog
"cut sheets" or specifications _____

SECTION 10.0 – FIRE SUPPRESSION DATA

Construction documents

Location (sheet number or spec section)

- 10.1 Required Floor plan(s) _____
- 10.2 Required Sprinkler piping plan(s) _____
- 10.3 P NA Site plan _____
- 10.4 P NA Standpipe information _____
- 10.5 P NA Backflow-prevention information _____
- 10.6 P NA Reflected ceiling plan(s) _____
- 10.7 P NA Transverse and longitudinal cross sections _____
- 10.8 P NA Fire-rated construction details _____
- 10.9 P NA Specialty fire suppression system plans
and list of systems _____

Supporting documents

Notes

- 10.20 Required Structural calculations for vertical loads _____
- 10.21 Required Structural calculations for lateral loads, for
equipment weighing over 400 lbs. _____
- 10.22 Required Equipment manufacturers' catalog
"cut sheets" or specifications _____
- 10.23 P NA Hydraulic calculations _____
- 10.24 P NA Specialty fire-suppression-system information _____

SECTION 11.0 – FIRE DETECTION AND ALARM DATA

Construction documents

Location (sheet number or spec section)

- 11.1 Required Floor plan(s) _____
- 11.2 P NA Site plan _____
- 11.3 P NA Reflected ceiling plan(s) _____
- 11.4 P NA Transverse and longitudinal cross section(s) _____
- 11.5 P NA Wiring schematic _____
- 11.6 P NA Elevator recall information _____
- 11.7 P NA Operational matrix _____
- 11.8 P NA Fire-rated construction details _____
- 11.9 P NA Standard electrical notes _____

Supporting documents

Notes

- 11.20 Required Structural calculations for vertical loads _____
- 11.21 Required Structural calculations for lateral loads, for _____
equipment weighing over 400 lbs. _____
- 11.22 Required Equipment manufacturers' catalog _____
"cut sheets" or specifications _____
- 11.23 Required Installer certification information _____
- 11.24 P NA Battery calculations _____
- 11.25 P NA Sample fire alarm log book _____
- 11.26 P NA Emergency power system specifications _____
- 11.27 P NA Monitory station information _____
- 11.28 P NA Voltage drop calculations _____

SECTION 12.0 – RE-ROOF INSTALLATION DATA

Construction documents

Location (sheet number or spec section)

- 12.1* Required Site plan or building location map _____
The site plan typically includes the following:
 - North arrow
 - A note describing the scope of work, such as tear-off, overlay, etc.
 - A note indication approx. squares of roofing to be applied
 - Area in which work is to be performed
 - Location of roof access

| | | | | | | |
|------|-------------------------------------|----------|----------------------------------|-------|------------------------------------|-------|
| 12.2 | <input checked="" type="checkbox"/> | Required | Occupancy classifications | _____ | | |
| 12.3 | <input checked="" type="checkbox"/> | Required | Type of construction | _____ | | |
| 12.4 | <input checked="" type="checkbox"/> | Required | Minimum roof class required | _____ | | |
| 12.5 | <input checked="" type="checkbox"/> | Required | Class of roofing to be installed | _____ | | |
| 12.6 | <input checked="" type="checkbox"/> | Required | Roof plan | _____ | | |
| 12.7 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Parapet and scupper cross sections | _____ |

Supporting documents

Notes

| | | | | | | |
|-------|-------------------------------------|----------|---|-------|------------------------------|-------|
| 12.20 | <input checked="" type="checkbox"/> | Required | Roofing system listing information | _____ | | |
| 12.21 | <input checked="" type="checkbox"/> | Required | Roofing manufacturers' catalog "cut sheets" | _____ | | |
| 12.22 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Structural calculations | _____ |
| 12.23 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Structural engineer's report | _____ |

SECTION 13.0 – JURISDICTIONAL-SPECIFIC REQUIREMENTS

Construction documents

Location (sheet number or spec section)

| | | | | | | | | |
|-------|--------------------------|---|--------------------------|----|--------------------------|----------|-------|-------|
| 13.3 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> | Required | _____ | _____ |
| 13.2 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> | Required | _____ | _____ |
| 13.3 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> | Required | _____ | _____ |
| 13.4 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> | Required | _____ | _____ |
| 13.5 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> | Required | _____ | _____ |
| 13.6 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> | Required | _____ | _____ |
| 13.7 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> | Required | _____ | _____ |
| 13.8 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> | Required | _____ | _____ |
| 13.9 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> | Required | _____ | _____ |
| 13.10 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> | Required | _____ | _____ |

*The building official may waive submission of plans. Contact jurisdiction for more information.