



COMMERCIAL BUILDING PLAN REVIEW

In order to perform a timely and thorough Building Plan Review, the following specifications, drawings and details should be submitted:

1. Four (4) complete sets of complete signed and sealed architectural plans, structural plans and material specifications of all work.
2. A site plan including the following information:
 - a. Size and location of all new construction and all existing structures on the site.
 - b. Distances from lot lines.
 - c. Established street grades and proposed finish grades.
3. Architectural plans and specifications to include:
 - a. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
 - b. Proposed type of construction of the building.
 - c. Fully dimensioned drawings to determine areas and building height.
 - d. Adequate details and dimensions to evaluate means of egress, including occupant loads for each room and each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
 - e. Exit signs/means of egress lighting, including power supply.
 - f. Accessibility provisions.
 - g. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
 - h. Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
 - i. Details of plastic, insulation, and safety glazing installation.
 - j. Details of required fire protection systems.
4. Structural plans, specifications, and engineering details to include:
 - a. Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
 - b. Signed and sealed structural design calculations which support the member sizes on the drawings.
 - c. Local design load criteria, including frost depth.
 - d. Earthquake seismic zone/effective peak acceleration coefficient.
 - e. Details of foundations and superstructure.
 - f. Provisions for required special inspections.
 - g. Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).