

COMMERCIAL SUBMITTAL REQUIREMENTS/CHECKLIST

I. SITE PLAN:

- 3 copies required (2 for Building, 1 for Fire Dept.)
- Legible and drawn to scale (i.e. 1" = 20'.)
- Include North arrow.
- Include property line locations & existing easements with dimensions.
- Show adjacent street names.
- Perimeter outline of existing & proposed structures with distances to all property lines and between structures.
- Show building and garage entrances as well as driveway and access location from street.
- If on septic system, show drain-field location.
- Show site drainage using arrow to indicate direction of flow.
- Parking lot layout with required spaces (including handicapped.)
- Indicate all projections that exceed 24" from exterior walls, including overhangs, awnings, etc.
- Location of all easements (utility, driveway, etc.)
- Indicate any water ways and wet lands areas on property.
- For additions/remodels, indicate area on footprint to be altered.

II. PLANS:

Any building resulting in the footprint of 4,000 square feet or greater OR with a ceiling height 20' or more above the footprint needs to have an Engineer's or Architect's seal. Any engineering provided requires one set to be wet signed; one set can be a photocopy.

- All items in the engineering packet must be transferred to the plans.
- Deferred submittals must be listed on Title Page. If checked, a Deferred Submittal Checklist must be completed.
- Two (2) sets, legible and to scale, which include the following:
 - o Design Specifications
 - o Code Analysis Layout
 - o Civil Drawings, all sheets to include parking, fire service lines, water lines, etc.
- Foundation plan
 - o Indicate size and location of all footing types, posts, girders, hold-downs and straps and under-floor access openings and vents.
 - o Include details (with scale indicated) of each footing type and retaining wall to be used showing size, reinforcing, wall heights and framing connections.
 - o Provide design calculations for retaining walls and/or special footings.

- Elevations (one (1) for each side of building)
- Typical cross sections
 - The main sections shall show all foundation and framing components, including, but not limited to; floors, walls and ceilings, main structural members, sheathing, siding, roofing and bracing.
 - For two story structures, include a complete stair section indicating stair rise and run headroom clearance, framing and support members and handrail/guardrail details.
 - Include any additional framing section needed to demonstrate any unique framing condition not shown by the main section.
- Lateral bracing details.
- Detailed floor plans with square footage and systems layout:
 - Show entire floor plan of new construction.
 - Indicate existing and/or new square footages.
 - Identify and label use of each room, space or area.
 - Indicate dimensions of all building sides and interior wall locations.
 - Indicate all window and door sizes and locations.
 - Show system layout of all plumbing, heating & air conditioning, mechanical equipment (indicate if electric or gas,) etc.; indicate non-residential energy forms (www.energy.state.or.us).
- Floor framing (if using an engineered system, a layout may be required from the manufacturer):
 - Provide a plan for each framed floor.
 - Indicate location and sizes of all posts and beams; show joist sizes and spacing.
 - Indicate post and beam connections.
- Roof framing (if using Roof trusses, provide engineered details of all trusses to be used, including a layout indicating the placement of each truss):
 - Indicate location, spacing and sizes of rafters and ceiling joists or roof trusses.
 - Show carrier trusses and type of hurricane clips to be installed at each truss.
 - Indicate solid blocking between rafters at point of bearing.
 - Indicate headers sizes for door and window locations.

III. ADDRESS – Valid address is required on application. The proper building or suite number must be provided to the building department prior to permit issuance.

IV. SPECIAL CIRCUMSTANCES – DEMOLITION

Any commercial project requiring demolition is required to submit an inspection by a certified inspection company stating that no asbestos was determined to be on site or stating that asbestos has been removed properly.