

CITY OF McMinnville

Building Division

231 NE 5th Street, McMinnville, OR 97128
503) 434-7314 FAX 503) 474-4955

INTERIOR COMMERCIAL REMODEL CONSTRUCTION CHECKLIST

SITE ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

IN ADDITION TO THE REQUIREMENTS NOTED IN THE PREAPPLICATION MEETING, THE FOLLOWING INFORMATION IS REQUIRED BEFORE APPLICATION CAN BE ACCEPTED FOR COMMERCIAL CONSTRUCTION.

New Sidewalk and Driveway Standards may apply to all new construction and remodels in order to meet current ADA Standards as shown in the PROWAG Design Guidelines (Sept. 2012). An evaluation of the existing sanitary sewer system (onsite) for defects as part of the City's I&I Program may also be required.

NOTE: You may find that your particular project does not involve some of the following required items. Please choose those items from the list that DO pertain to your project.

\_\_\_ Approved Landscape Plans: Two separate sets of landscape plans must be submitted to the Planning Department (DO NOT attach to your building plan submittal).

\_\_\_ Environmental Survey (Wastewater): This form must be completed and submitted with application.

\_\_\_ 2 complete sets of construction drawings which include the following:

NOTE: Any construction, enlargement, or alteration of a building where the finished results have a ground area of 4,000 SF or more and is more than 20' in height from the top surface of the lowest floor to the highest interior overhead finish shall be designed by an engineer or architect licensed by the State of Oregon.

\_\_\_ Value of mechanical construction (must be submitted prior to release of permits) \$ \_\_\_\_\_

\_\_\_ Complete Special Inspector Worksheet (must be submitted prior to release of permits)

\_\_\_ Complete Cover Sheet Form

\_\_\_ Scale must be indicated on each type of drawing (minimum 1/4" scale typical).

\_\_\_ Energy Compliance Forms - required for all nonresidential projects and can be downloaded from the internet. Use COMcheck for Oregon.

\_\_\_ Floor Plans: Rooms, covered areas, stairs/landings, doors & windows (or schedules), size of headers and beams, room names and use, and:

- Direction of door swing
Location of beam and header bearing points and bearing walls
Framing connection specifications (nailing)
Grade, size, and direction of floor joists
All plumbing fixtures - identify whether they are existing or new
Attic and crawl access locations
Details pertaining to accessible fixtures, etc
Cross section indicators
Exit signs and exit illumination locations
Heating and cooling appliances
Location of all fire dampers

\_\_\_ Structural Sections and Details: main structure, type of roof covering and rating, method of insulation, plus R-factor of ceiling, floors, and walls.

- \_\_\_ **Typical Section:** foundation and exterior grade; anchor bolts; 6 mil black ground cover; framing lumber dimensions; insulation levels, (type, R-value, and location); siding and roofing notes; fireplace/alcove dimensions, framing ties, header and framing clearances, shear panel details, stair details; framing connection details; and interior and exterior walls.
- \_\_\_ **Foundation Plan:** dimensions of foundation wall and footings, location and size of beams and girders. Rebar size and location, foundation vent size and location, crawl space drain, and bearing locations for beams and walls, holdown locations. Elevation changes at step footings.
- \_\_\_ Roof and floor truss layouts with point loads and full truss plans at framing inspection.
- \_\_\_ **Cross Section:** detailed construction and fire resistance of rated corridors, cross section of roof, cross section of wall, cross section of fireplace, cross section of footing and foundation (exterior, interior, or pads), and cross section of floor system
- \_\_\_ Mechanical gas piping, BTUs, location of heating and cooling units, RA, SA, and OSA cfms at each space, and duct line layouts.
- \_\_\_ **Plumbing -** Applicant shall submit a detailed plumbing plan including a fixture schedule prior to issuance of a building permit. This plan and schedule shall identify the type and location of each fixture to be installed, floor drain/sink outlet sizes, and any other miscellaneous drains such as condensate drains from coolers, HVAC, and appliances such as coffee makers, dishwashers, ice machines, DWV, water line, material, sizes, riser diagram and/or isometric drawing.
- \_\_\_ **Plumbing - Remodel Project:** Accurate list of existing plumbing fixtures that will be removed and a list of new plumbing fixtures (sinks, water closets, floor drains, etc.) This is necessary to establish a credit for any additional sewer hookup fees. This information will also avoid delays in the routing process.

**Submitted/Approved Prior to Installation:**

- \_\_\_ **Fire Sprinkler Plans and Calculations:** A separate permit is required. Submit two complete sets of drawings/calculations and the Fire Life Safety Application for review and approval, prior to installation. An additional copy of the engineering and stamped water flow calculations shall be attached to the submitted plans.
- \_\_\_ **Fire Alarm Plans and Specifications:** A separate permit is required. Submit two complete sets of drawings/calculations and the Fire Life Safety Application for review and approval, prior to installation.
- \_\_\_ **Firestopping Submittals:** A separate permit is required. Submit two complete sets of drawings/calculations and the Fire Life Safety Application for review and approval, prior to installation. Manufacturer and listing details for each type of penetrating material (cast iron, ABS, PVC, conduit, etc) is required.

**Procedure for Plan Changes:**

Overlays of plan changes shall be drawn to scale and glued or taped onto plans  
 All dimensions shall be shown  
 Both sets of plans shall be changed accordingly and all areas must be amended that are affected by changes to the plans

**ASBESTOS REMOVAL REQUIREMENTS**

The Department of Environmental Quality (DEQ) has requirements regarding asbestos removal. An inspection (survey) must be performed BEFORE any demolition or renovation activities begin to determine the presence of asbestos-containing materials. A survey must be performed by an accredited inspector. If there is asbestos-containing material, various options are available.

DEQ defines a demolition as “wrecking that involves the removal of load-supporting members and/or intentional burning.”  
Renovation is defined as “altering in any way one or more facility components that does not involve removing a load-supporting member.”

We encourage you to contact DEQ for additional information as these requirements effect both commercial and residential buildings. *Various fact sheets and advisories are available, as well as a list of consultants and abatement contractors.* These can be obtained from the DEQ regional office in Salem – 1-800-349-7677. Information is also available on their web site at [www.deq.state.or.us](http://www.deq.state.or.us). Our office also has various fact sheets and guidelines available

**IF PLANS ARE INCOMPLETE, YOU WILL BE NOTIFIED OF DEFICIENCIES AND HAVE FIVE DAYS TO COMPLY.**

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_