

**NEW & EXTERIOR REMODEL COMMERCIAL 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. REFER TO THE COMMERCIAL CONSTRUCTION INFORMATION PACKET FOR FORMS AND ADDITIONAL INFORMATION:**

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.

\_\_\_\_\_ **Landscape Plans:** Landscape plans, application, and fees must be submitted to the Planning Department prior to or concurrent with building permit submittal **(DO NOT attach to your building plan submittal).**

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

\_\_\_\_\_ **4 plot (site) plans –two should be 8 1/2 "x 11".**

Indicate scale, actual setback of buildings from property lines, all structures on site (location and use), topographical elevations (including all corners), easement(s), complete address or street name(s), north direction arrow, and lot dimensions. Location and extent of fill on the lot must also be noted.

\_\_\_\_\_ A Surveyed Utility Plan is required showing existing and proposed utility locations (2 sets).

\_\_\_\_\_ **2 complete sets of construction drawings which includes 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 or 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 Form (must be submitted prior to release of permits)

\_\_\_\_\_ 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.

\_\_\_\_\_ Site plans to include location, material, and size of sanitary sewer system, water lines (both potable and fire), and hydrants.

\_\_\_\_\_ Storm drainage plan to include grade breaks, piping size, slope, and material, catch basin detail, and perimeter roof drainage lines.

\_\_\_\_\_ Elevation drawings should include views of all sides of the building, roof/material/pitch/style, siding type, and finish grade.

\_\_\_\_\_ **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 & framing clearances, shear panel details, stair details; framing connection details; and interior and exterior walls.

\_\_\_\_\_ **Floor Plans:** Rooms, covered areas, stairs/landings, doors and 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

\_\_\_\_\_ **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.

\_\_\_\_\_ **Specifications (where applicable):** dimensions of all material used, wood species and grade of lumber, truss manufacturer (if applicable) and beam and header calculations.

\_\_\_\_\_ **Design Load Specifications:** roof and floor loading (dead and live), and strength specs for concrete, wind exposure and seismic zone, engineered design (seismic) at curb connection for mechanical units greater than 400 pounds

\_\_\_\_\_ **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, and ice machines.

\_\_\_\_\_ **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.

\_\_\_\_\_ A copy of the engineered, stamped water flow calculations shall be attached when applicable. Water flow calculations must show available water supply at 20 psi.

**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.

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_