

COMMERCIAL BUILDING PLAN SUBMITTAL CHECKLIST

With the completed Application for Plan Review and Building Permit, **two (2) complete sets of Drawings and Specifications must be submitted**. One set of approved drawings will be returned to the applicant and must be kept on the jobsite at all times and available to the Code Inspector. **A copy of the Zoning Permit from your Municipality will be required prior to a Building Permit being issued.**

At a minimum, the site plan must include the location and size of the proposed construction and all existing structures. Proposed finished grades, lot line setbacks and streets must be shown.

All Plans and Specifications must include the following as applicable:

- Building area and height
- Details of safety glazing installation
- Elevations of all sides of building and room ceiling heights
- Complete floor plans with all rooms and spaces labeled and dimensioned
- Size (width and depth) of Footings and Piers along with rebar details
- Size and type of Foundations along with anchor and rebar details
- Type, size and location of all beams, columns and supports
- Concrete floor details (vapor barrier as required)
- Species and grade of all framing lumber
- Size, spacing and direction of floor joists
- Details of framing for all openings in floors and roofs
- Size, type and grade of all sheathing
- Size, grade and spacing of all interior and exterior wall studs
- Size, type and location of all headers
- Size, type and location of interior and exterior wall covering
- Size, direction, and spacing of all roof rafters and ceiling joists. If trusses are used, stamped specification sheets must be submitted and available on the jobsite.
- Pitch, type and details of all roofing and ventilation
- Stairway tread and riser sizes, headroom, height of handrail.
- Fireplace hearth, firebox, distance to combustibles, lintel & chimney construction
- Chimney footing sizes, termination level above roof, flue and thimble size
- Sizes, type and manufacturer of all windows and doors including the “U Factor” – rating sticker must left on windows for final inspection
- Location and type of all wall, ceiling and floor insulation including “R value”(Please indicate Compliance Path used to meet the International Energy Conservation Code and include specific calculations for review).
- Location, size, type and manufacturer of all mechanical equipment including efficiency ratings – ratings must be on equipment for final inspection