



COMMERCIAL APPLICATION CHECKLIST

Independence Oregon Building Codes
 555 South Main Street, PO Box 7, Independence Or. 97351
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www.ci.independence.or.us/building/

PROJECT INFORMATION			
Project name:		Date:	
Project address:	City:	State:	ZIP:
Scope of work:			
Reference no.:		Map and tax-lot no.:	
Contact person name:		Company:	
Phone:		Fax:	
Cellular phone:		E-mail:	
NOTES AND INSTRUCTIONS			
<ul style="list-style-type: none"> ■ The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted. ■ This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements. ■ For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book. ■ It is not necessary to duplicate submittal information, even if it is asked for in multiple sections. ■ In the checklist, “Required” means that the applicant must provide this information for plan review. ■ In the checklist, “P” means — <ul style="list-style-type: none"> • <i>if checked by the applicant</i> — the information is provided for the plan review. • <i>if checked by the plans reviewer</i> — this information is required for the plan review. ■ In the checklist, “NA” means that the information does not apply. ■ Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted. 			
PRE-SUBMITTAL PROCESS			
<p>An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.</p>			
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SECTION 1.0 — GENERAL PROJECT DATA

Construction documents

Location (sheet number or spec section)

1.1	Required	No. of sets of plans	_____
1.2	Required	Cover sheet title block	_____
1.3	Required	Cover sheet vicinity map	_____
1.4	Required	Cover sheet plan index.....	_____
1.5	P NA	Code summary	_____
1.6	P NA	Deferred submittal summary.....	_____
1.7	P NA	Professional stamp and signature	_____
1.8	P NA	Fire-and-life-safety plan.....	_____
1.9	P NA	Landscape plan.....	_____
1.10	P NA	Landscape specifications.....	_____

Supporting documents

Notes

1.20	P NA	Land-use or planning actions	_____
1.21	P NA	Required fire-flow calculations	_____
1.22	P NA	Fire-hydrant flow-test report.....	_____
1.23	P NA	Fire department or fire district building survey report.....	_____
1.24	P NA	Material safety data sheets (MSDS)	_____

SECTION 2.0 — CIVIL DATA

Construction documents

Location (sheet number or spec section)

2.1	Required	Site plan	_____
2.2	Required	Site utility plan.....	_____
2.3	Required	Grading plan.....	_____
2.4	Required	Erosion-control plan	_____
2.5	P NA	Utility-vault location and details	_____

Supporting documents

Notes

2.20	P NA	Geotechnical/soil engineer report.....	_____
2.21	P NA	Storm-water calculations.....	_____
2.22	P NA	Site retaining-wall structural calculations	_____
2.23	P NA	“Assurance of Compliance” with environmental rules	_____

SECTION 3.0 — ARCHITECTURAL DATA

Construction documents

Location (sheet number or spec section)

3.1	Required	Floor plan(s).....	_____
3.2	Required	Transverse and longitudinal cross sections	_____
3.3	Required	OSSC Chapter 11 accessibility requirements	_____
3.4	P NA	Interior elevations.....	_____
3.5	P NA	Exterior elevations.....	_____
3.6	P NA	Roof plan	_____
3.7	P NA	Wall type sections and details	_____
3.8	P NA	Reflected ceiling plan(s).....	_____
3.9	P NA	Fire-rated construction details.....	_____
3.10	P NA	Energy-code-compliant construction details and specifications	_____
3.11	P NA	Door schedule	_____
3.12	P NA	Glazing schedule	_____
3.13	P NA	Furniture plan.....	_____

Supporting documents

Notes

3.20	P NA	Energy-code-compliance forms/calculations.....	_____
3.21	P NA	Material safety data sheets (MSDS)	_____
3.22	P NA	Hazardous materials inventory statement (HMIS)	_____
3.23	P NA	Hazardous materials management plan (HMMP)	_____
3.24	P NA	Written fire-and-life-safety evacuation plan for area of rescue assistance	_____
3.25	P NA	Active and passive smoke-control information	_____

SECTION 4.0 — STRUCTURAL DATA

Construction documents

Location (sheet number or spec section)

4.1	Required	Structural cover sheet	_____
4.2	P NA	Foundation plan and details	_____
4.3	P NA	Under-slab mechanical plan.....	_____
4.4	P NA	Under-slab electrical plan	_____
4.5	P NA	Under-slab plumbing plan.....	_____
4.6	P NA	Floor framing plan.....	_____
4.7	P NA	Roof framing plan	_____
4.8	P NA	Structural elevations	_____
4.9	P NA	Structural details and cross sections	_____
4.10	P NA	Standpipe information.....	_____
4.11	P NA	Special inspector/structural observation matrix.....	_____

Supporting documents

Notes

4.20	P NA	Geotechnical/soil engineer report.....	_____
4.21	P NA	Site-specific seismic hazard report	_____
4.22	P NA	Design narrative	_____
4.23	P NA	Structural calculations.....	_____

SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

Construction documents			<i>Location (sheet number or spec section)</i>
5.1	Required	Floor plan.....	_____
5.2	Required	Equipment schedule.....	_____
5.3	P NA	Site plan	_____
5.4	P NA	Under-slab mechanical plan.....	_____
5.5	P NA	Roof plan	_____
5.6	P NA	Fuel-gas-piping plan.....	_____
5.7	P NA	HVAC equipment and duct plan(s).....	_____
5.8	P NA	Roof access details	_____
5.9	P NA	Duct smoke-detector plans.....	_____
5.10	P NA	Fire/smoke damper locations	_____
5.11	P NA	Smoke-control plan	_____
5.12	P NA	Outside air (OSA) table.....	_____
5.13	P NA	Refrigeration equipment and piping plan.....	_____
5.14	P NA	Kitchen equipment plan.....	_____
5.15	P NA	Type I and/or Type II kitchen hood plan (see Section 7.0 — Mechanical Data)	_____
5.16	P NA	Fume/vapor hood plan	_____
5.17	P NA	Process piping/product and/or exhaust-conveying duct plan	_____
5.18	P NA	Fire-rated construction details.....	_____
5.19	P NA	Equipment hanger/fastener details.....	_____
Supporting documents			<i>Notes</i>
5.20	Required	Structural calculations for vertical loads.....	_____
5.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
5.22	P NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
5.23	P NA	Outside air (OSA) calculations.....	_____
5.24	P NA	Smoke-control calculations.....	_____
5.25	P NA	Combustion-air calculations.....	_____
5.26	P NA	Fuel-gas-piping sizing calculations	_____
5.27	P NA	Make-up air calculations.....	_____
5.28	P NA	Energy-code-compliance forms.....	_____
5.29	P NA	Boiler information	_____

SECTION 6.0 — MECHANICAL DATA (Additional or replacement rooftop installation permits)

Construction documents			<i>Location (sheet number or spec section)</i>
6.1	Required	Roof plan	_____
6.2	P NA	Roof framing plan	_____
6.3	P NA	Fuel gas-piping plan	_____
6.4	P NA	Roof access details	_____

Supporting documents			<i>Notes</i>
6.20	Required	Structural calculations for vertical loads.....	_____
6.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
6.22	P NA	Equipment manufacturers’ catalog “cut sheets” or specifications	_____
6.23	P NA	Fuel gas piping sizing calculations	_____
6.24	P NA	Energy-code-compliance forms.....	_____

SECTION 7.0 — MECHANICAL DATA (Type I and Type II kitchen hood permits)

Construction documents			<i>Location (sheet number or spec section)</i>
7.1	Required	Site plan.....	_____
7.2	Required	Floor plan(s).....	_____
7.3	Required	Kitchen equipment plan.....	_____
7.4	Required	Kitchen equipment and hood elevations	_____
7.5	P NA	Roof plan	_____
7.6	P NA	Cross sections through hoods, ducts and shafts.....	_____
7.7	P NA	Fire-rated construction details.....	_____
7.8	P NA	Fire suppression details.....	_____

Supporting documents			<i>Notes</i>
7.20	Required	Structural calculations for vertical loads.....	_____
7.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
7.22	Required	Make-up air calculations.....	_____
7.23	P NA	Equipment manufacturers’ catalog “cut sheets” or specifications	_____
7.24	P NA	Hood/grease extractor listing documentation.....	_____
7.25	P NA	Hood/grease duct sizing calculations.....	_____
7.26	P NA	Fire suppression information.....	_____

SECTION 8.0 — PLUMBING DATA

Construction documents

Location (sheet number or spec section)

8.1	Required	Floor plan(s).....	_____
8.2	Required	Piping and material schedule	_____
8.3	Required	Equipment layout plan.....	_____
8.4	Required	Fixture schedule	_____
8.5	P	NA Site utility plan.....	_____
8.6	P	NA Building cross section.....	_____
8.7	P	NA Rise diagram	_____
8.8	P	NA Roof plan	_____
8.9	P	NA Backflow-prevention location	_____
8.10	P	NA Irrigation plan.....	_____
8.11	P	NA Fire-rated construction details.....	_____
8.12	P	NA Under-slab plumbing plan.....	_____

Supporting documents

Notes

8.20	Required	Structural calculations for vertical loads.....	_____
8.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
8.22	P	NA Equipment manufacturers' catalog "cut sheets" or specifications	_____
8.23	P	NA Utility maintenance agreements	_____
8.24	P	NA Water supply calculations	_____
8.25	P	NA Sanitary system calculations	_____
8.26	P	NA Irrigation demand calculations	_____
8.27	P	NA Roof drain and storm-water calculations	_____

SECTION 9.0 — ELECTRICAL DATA

Construction documents

Location (sheet number or spec section)

9.1	Required	No. of sets of plans	_____
9.2	Required	Floor plan(s).....	_____
9.3	Required	Electrical load calculations	_____
9.4	Required	One line diagram	_____
9.5	Required	Feeder riser diagram	_____
9.6	Required	Available fault current information.....	_____
9.7	Required	Panel schedule(s).....	_____
9.8	P NA	Site electrical plan	_____
9.9	P NA	Fire-rated-construction details.....	_____
9.10	P NA	Lighting plan.....	_____
9.11	P NA	Emergency power system and emergency lighting plan	_____
9.12	P NA	Under-slab electrical plan	_____

Supporting documents

Notes

9.20	Required	Structural calculations for vertical loads	_____
9.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
9.22	P NA	Energy code compliance forms and calculations for lighting	_____
9.23	P NA	Emergency power system specifications	_____
9.24	P NA	Feeder riser information.....	_____
9.25	P NA	Lighting equipment manufacturers' catalog "cut sheets" or specifications	_____

SECTION 10.0 — FIRE SUPPRESSION DATA

Construction documents			<i>Location (sheet number or spec section)</i>
10.1	Required	Floor plan(s).....	_____
10.2	Required	Sprinkler piping plan(s).....	_____
10.3	P NA	Site plan.....	_____
10.4	P NA	Standpipe information.....	_____
10.5	P NA	Backflow-prevention information.....	_____
10.6	P NA	Reflected ceiling plan(s).....	_____
10.7	P NA	Transverse and longitudinal cross sections.....	_____
10.8	P NA	Fire-rated construction details.....	_____
10.9	P NA	Specialty fire suppression system plans and list of systems.....	_____

Supporting documents			<i>Notes</i>
10.20	Required	Structural calculations for vertical loads.....	_____
10.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
10.22	Required	Equipment manufacturers' catalog "cut sheets".....	_____
10.23	P NA	Hydraulic calculations.....	_____
10.24	P NA	Specialty fire-suppression-system information.....	_____

SECTION 11.0 — FIRE DETECTION AND ALARM DATA

Construction documents			<i>Location (sheet number or spec section)</i>
11.1	Required	Floor plan(s).....	_____
11.2	P NA	Site plan.....	_____
11.3	P NA	Reflected ceiling plan(s).....	_____
11.4	P NA	Transverse and longitudinal cross section(s).....	_____
11.5	P NA	Wiring schematic.....	_____
11.6	P NA	Elevator recall information.....	_____
11.7	P NA	Operational matrix.....	_____
11.8	P NA	Fire-rated construction details.....	_____
11.9	P NA	Standard electrical notes.....	_____

Supporting documents			<i>Notes</i>
11.20	Required	Structural calculations for vertical loads.....	_____
11.21	Required	Structural calculations for lateral loads. Calculations for lateral loads for equipment weighing over 400 lbs.....	_____
11.22	Required	Equipment manufacturers' catalog "cut sheets".....	_____
11.23	Required	Installer certification information.....	_____
11.24	P NA	Battery calculations.....	_____
11.25	P NA	Sample fire alarm log book.....	_____

SECTION 11.0 — FIRE DETECTION AND ALARM DATA (CONTINUED)

Supporting documents

Notes

11.26	P	NA	Emergency power system specifications	_____
11.27	P	NA	Monitoring certification information	_____
11.28	P	NA	Voltage drop calculations	_____

SECTION 12.0 — RE-ROOF INSTALLATION DATA

Construction documents

Location (sheet number or spec section)

12.1 *	Required	Site plan or building location map.....	_____	
		The site plan typically includes the following:		
		• North arrow		
		• A note describing the scope of work, such as tear-off, repair, overlay, etc.		
		• A note indicating approx. squares of roofing to be applied		
		• Area in which work is to be performed		
		• Location of roof access		
12.2	Required	Occupancy classification.....	_____	
12.3	Required	Type of construction	_____	
12.4	Required	Minimum roof class required	_____	
12.5	Required	Class of roofing to be installed.....	_____	
12.6	Required	Roof plan	_____	
12.7	P	NA	Parapet and scupper cross section(s).....	_____

Supporting documents

Notes

12.20	Required	Pre-re-roof inspection report.....	_____	
12.21	Required	Roofing system listing information	_____	
12.22	Required	Roofing manufacturer’s catalog “cut sheets”	_____	
12.23	Required	Roofing manufacturer’s installation instructions	_____	
12.24	P	NA	Structural calculations.....	_____
12.25	P	NA	Structural engineer’s report.....	_____

SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

Construction documents

Item

Location (sheet number or spec section)

13.1	P	NA	Required	_____
13.2	P	NA	Required	_____
13.3	P	NA	Required	_____
13.4	P	NA	Required	_____
13.5	P	NA	Required	_____
13.6	P	NA	Required	_____
13.7	P	NA	Required	_____
13.8	P	NA	Required	_____
13.9	P	NA	Required	_____
13.10	P	NA	Required	_____