

## COMMERCIAL PLAN CHECK LIST

Review your plans and be sure each of the following details have been included.

### BUILDING PERMIT APPLICATION

- Contractors name, phone number, and state license
- Owners name, address and phone number
- Architect's name, phone number, signature and wet stamp.
- All engineers' names, phone numbers, signatures and wet stamps

### TITLE PAGE

- Building occupancy classification
- Building type of construction
- Fire walls, fire barriers and fire partition details
- Building square footage (gross and each individual occupancy classification)
- Building height
- Occupant load
- Sprinklered/ Unsprinklered
- Allowable building area
- Area increases used if applicable
- Exit plan for each level detail exit path and distance to exit discharge

### PLOT PLAN

- Recommended scale 1/8" = 1'-0"
- Topographical plot plan for sloped lots.
- Lot dimension
- Building footprint with all projections and dimensions to all property lines
- North arrow
- Easements
- All parking
- Location of handicap parking spaces with their access aisles and ramps
- Handicapped access to the building from the public way

### FOUNDATION PLAN

- Recommended scale 1/4" = 1'-0"
- Footings, foundations, piers, and grade beams
- Post and girder intersections

### FLOOR PLAN

- Recommended scale 1/4" = 1'-0"
- Full architectural plans, fully dimensioned and labeled
- Include adjoining rooms labeled as to their use
- EXTERIOR ELEVATIONS
- Recommended scale 1/4" = 1'-0"
- Identify finish materials to be used
- Indicate finish grade location at building exterior
- Location of HVAC equipment

### STRUCTURAL AND ARCHITECTURAL DETAILS

- Recommended scale 3/4" = 1'-0"
- Roof to include, eaves, overhangs, rake and gables
- Floor construction
- Handrails, guard rails, and support details

## SAMPLE COMMERCIAL PLAN CHECKLIST

### DESIGN AND CODE CRITERIA

Application Codes: \_\_\_\_\_ Year \_\_\_\_\_  
Currently adopted State Codes

### MOLDING BUILDING

AREA "A" (2 STORIES)  
Occupancy : F-1, B  
Construction : II-B  
Actual Area : 48,384 s.f.  
Allowable Area : 116,250 s.f. (not separated, F-1)  
Fully Sprinkled : YES (in accordance w/ Section 903.1.1)  
Frontage Increase : .75  
Allowable Area per Floor : 56,125 s.f.  
Fire Wall Separation at Grid 7.1

### BUILDING AREAS

Basement : 37,632 s.f.  
First Floor : 37,632 s.f.  
Second Floor : 10,752 s.f.

### AREA "B" (1 STORY)

Occupancy : S-1, B  
Construction : II-B  
Actual Area : 41,904 s.f.  
Allowable Area : 77,195 s.f. (not separated, S-1)  
Fully Sprinkled : YES (in accordance w/ Section 903.1.1)  
Frontage Increase : .41  
Allowable Area per Floor : 77,175 s.f.  
Fire Wall Separation at Grid 7.1

### BUILDING AREAS

First Floor : 41,904 s.f.  
Mezzanine : 9,000 s.f.

### FIRE-RESISTIVE REQUIREMENTS

Structural Frame : 0  
Bearing Walls : 0  
Non-Bearing Walls : 0  
Floor Construction : 0  
Roof Construction : 0  
Shafts : 1

