Commercial Plan Review Submittal Checklist



Building Department

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Plan review no.:

Permit no.:

Office:

BCD employee initials:

JOB SITE INFORMATION		PROPERTY OWNER			
Name:			Name:		
Address:			Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Phone:	Fax:		Phone:	Fax:	<u> </u>
AR	CHITECT / ENGINE	ER		APPLICANT	
Name:			Name:		
Address					
City:	State:	ZIP:	City:		ZIP:
Phone: -	- Fax:		Phone:	Fax:	· -
		REVIEW IN	FORMATION		
Declaration of value: \$ Building sq. ft.:				Review fee: \$	
Building use (be specif	ic):			·	
Check type of review:	Fire and life safety	Structural	Mechanical	Sprinkler	Alarm
	MINIMAI	L PLAN REQU	IREMENTS CHECKI	LIST	
Three sets of plans an	d the following items are rea				
Initials	Date				
1					
1			itions, alterations, and new c	onstruction	
2	Floor/roof plan	ns: including dimensio	ons, windows, and doors		
23	Floor/roof plan Floor/roof fran	ns: including dimension ming: framing membe	ons, windows, and doors r size, joist, beam, and colum	n	
2 3 4	Floor/roof plan Floor/roof fran Foundation pla	ns: including dimension ming: framing membe an: wall dimensions an	ons, windows, and doors r size, joist, beam, and colum nd footings — for complete m	n	
2 3 4 5	Floor/roof plan Floor/roof fran Foundation pla Building eleva	ns: including dimension ming: framing membe an: wall dimensions an tions: minimum two v	ons, windows, and doors r size, joist, beam, and colum nd footings — for complete r iews	ın eview	
2 3 4 5 6	Floor/roof plan Floor/roof fran Foundation pla Building eleva Building cross	ns: including dimension ming: framing membe an: wall dimensions au tions: minimum two v -sections: structural m	ons, windows, and doors r size, joist, beam, and colum nd footings — for complete r iews embers, roof and wall sheath	ın eview	
2 3 4 5 6 7	Floor/roof plan Floor/roof fran Foundation pla Building eleva Building cross Structural calo	ns: including dimension ming: framing member an: wall dimensions and tions: minimum two v -sections: structural minimum culations: new or char	ons, windows, and doors r size, joist, beam, and colurr nd footings — for complete r iews embers, roof and wall sheath age of occupancy	ın eview	
2 3 4 5 6 7 8	Floor/roof plan Floor/roof fran Foundation pla Building elevan Building cross Structural calo Electrical: exit	ns: including dimension ming: framing membe an: wall dimensions au tions: minimum two v -sections: structural m culations: new or char as, fire alarms, and fire	ons, windows, and doors r size, joist, beam, and colurr nd footings — for complete r iews embers, roof and wall sheath age of occupancy and life safety equipment	m eview ing	ideline forms
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2 3 4 5 6 7 8 9	Floor/roof plan Floor/roof fran Foundation pla Building eleva Building cross Structural cald Electrical: exit Energy docum Residential	ns: including dimension ming: framing member an: wall dimensions an tions: minimum two v -sections: structural me culations: new or char is, fire alarms, and fire mentation: If building in (motels, SR, apartment)	ons, windows, and doors r size, joist, beam, and colurr nd footings — for complete r iews embers, roof and wall sheath age of occupancy and life safety equipment s heated or cooled, submit or nts): identify path	ın eview ing 1 Oregon Energy Code gu	
2 3 4 5 6 7 8 9 10	Floor/roof plan Floor/roof fran Foundation pla Building elevan Building cross Structural calo Electrical: exit Energy docum Residential Complete spec	ns: including dimension ming: framing member an: wall dimensions an tions: minimum two w -sections: structural me culations: new or char is, fire alarms, and fire tentation: If building in (motels, SR, apartmen ifications: quality and	ons, windows, and doors r size, joist, beam, and colum nd footings — for complete r iews embers, roof and wall sheath age of occupancy and life safety equipment s heated or cooled, submit or nts): identify path	n eview ing n Oregon Energy Code gu erials, and methods of con	nstruction
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Signature

Print name:

Date: