Community Development Department
Plan Review
Commercial Building Permit

Project Name:  Plan Review #

Building Clerks Completeness Review

☐ Application form
☐ Written scope of work
☐ Four sets of sealed plans (24’x36’)
  ☐ Cover sheet with index
  ☐ Signed civil plans
  ☐ Architectural drawings, including an architectural site plan
  ☐ Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details
  ☐ Landscape plans
  ☐ Roof truss and/or floor truss shop drawings
  ☐ Roof construction details
  ☐ Electrical service and wiring for exterior walls and required means of egress lightings

☐ Soils investigation report

☐ Applicable special inspections statement, if required by section 1704 OBC

☐ Fabricator information, if needed

☐ Building energy compliance documents

☐ Additional information, if needed
  ☐ Kitchen drawings (including hood)
  ☐ Hood suppression
  ☐ Seismic information
  ☐ Other deferred submittals

General Information
  • Permit fees are due at time of submittal
  • Commercial plan review fees are charged per hour and will be due at the time of pick up

Chief Building Official Completeness Review

☐ Complete, send to commercial plan reviewer
☐ Incomplete, send back to applicant

Comments

Signature  Date