



## COMMERCIAL BUILDING PLAN REVIEW CHECK LIST

The following checklist is to provide the minimum information needed to complete the initial plan review. This checklist is only a guideline and does not relieve the designer of the responsibility of providing all information needed to assure compliance with all adopted codes

Detailed use of building \_\_\_\_\_  
 \_\_\_\_\_

Occ Group(s) _____	Bldg type(s) _____	Number of stories _____
New Bldg area _____	Addition area _____	Fire sprinklers Y____ N____
100 yr. Flood Zone Y____ N____	Haz materials Y____ N____	Sprinkler Density _____
Mezzanine Y____ N____	Area(s) _____	Fire Alarm Y____ N____
Occ separations Y____ N____	Fire rating(s) _____	Grease intercept Y____ N____
Area separation Y____ N____	Fire rating(s) _____	Sand/oil separator Y____ N____

**PLAN SUBMITTAL REQUIREMENTS - 2 COMPLETE SETS**  
**Plans must be in ink or print and minimum 18" x 24" in size**

**Site Plan _____	*Grading Plan _____	*Soils Report _____	*Landscape Plan _____
*Irrigation Plan _____	*Foundation Plan _____	Floor Plan _____	**Bldg Sections _____
**Bldg Elevations _____	**Roof Plan w/drain _____	*Struc Plans _____	*Truss calcs _____
*Structural Calcs _____	Details/Specs _____	Electrical Plan _____	*Elec load calcs _____
Mech Plan/Specs _____	Plum/gas piping _____	Material Safety Data Sheets & Quantities _____	

Complete code study including bldg type, allowable area, exiting, separations and etc. \_\_\_\_\_

\* Not required for State Fire Marshal or interior remodel review. \*\*Not required for interior remodel only.