

# **COMMERCIAL BUILDING PLAN REVIEW REQUIREMENTS**

**In order to perform a thorough Building Plan Review, the following specifications, drawings and detail should be submitted (in duplicate drawn to a scale of 1/4" = 1 ft) :**

1. Complete signed and sealed architectural plans, structural plans and material specifications of all work.
2. A site plan including the following information:
  - a. Size and location of all new construction and all existing structures on the site.
  - b. Distances from lot lines.
  - c. Established street grades and proposed finish grades.
3. Architectural plans and specifications to include:
  - a. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
  - b. Proposed type of construction of the building.
  - c. Fully dimensioned drawings to determine areas and building height
  - d. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangements and sizes, corridors, doors, stair, etc.
  - e. Exit signs/means of egress lighting, including power supply.
  - f. Handicapped accessibility provisions.
  - g. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
  - h. Adequate details to evaluate fireresistive construction requirements including data substantiating required ratings.
  - i. Details of plastic, insulation, and safety glazing installation.
  - j. Details of required fire protection systems.
4. Structural plans, specifications, and engineering details to include:
  - a. Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
  - b. Signed and sealed structural design calculations.
  - c. Local design load criteria, including froth depth.
  - d. Earthquake seismic zone.
  - e. Details of foundations and superstructure.
  - f. Provisions for required special inspections.
  - g. Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc)
5. Complete and return the enclosed Building Plan Review Worksheet.