



Commercial Application Checklist

Clackamas County Building Codes
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PROJECT INFORMATION			
Project name:			Date:
Project address:	City:	State:	ZIP:
Scope of work:			
Reference no.:		Map and tax-lot no.:	
Contact person name:		Company:	
Phone:		Fax:	
Cellular phone:		E-mail:	

NOTES AND INSTRUCTIONS

The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted.

This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements.

For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book.

It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.

In the checklist, “Required” means that the applicant must provide this information for plan review.

In the checklist, “P” means —

- *if checked by the applicant* — the information is provided for the plan review.
- *if checked by the plans reviewer* — this information is required for the plan review.

In the checklist, “NA” means that the information does not apply.

Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted.

PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

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SECTION 1.0 — GENERAL PROJECT DATA

Construction documents			<i>Location (sheet number or spec section)</i>
1.1	Required	No. of sets of plans: _____	_____
1.2	Required	Cover sheet title block	_____
1.3	Required	Cover sheet vicinity map	_____
1.4	Required	Cover sheet plan index	_____
1.5	P	NA	Code summary
1.6	P	NA	Deferred submittal summary
1.7	P	NA	Professional stamp and signature
1.8	P	NA	Fire-and-life-safety plan
1.9	P	NA	Landscape plan
1.10	P	NA	Landscape specifications

Supporting documents			<i>Notes</i>
1.20	P	NA	Land-use or planning actions
1.21	P	NA	Required fire-flow calculations
1.22	P	NA	Fire-hydrant flow-test report
1.23	P	NA	Fire department or fire district building survey report
1.24	P	NA	Material safety data sheets (MSDS)

SECTION 2.0 — CIVIL DATA

Construction documents			<i>Location (sheet number or spec section)</i>
2.1	Required	Site plan	_____
2.2	Required	Site utility plan	_____
2.3	Required	Grading plan	_____
2.4	Required	Erosion-control plan	_____
2.5	P	NA	Utility-vault location and details

Supporting documents			<i>Notes</i>
2.20	P	NA	Geotechnical/soil engineer report
2.21	P	NA	Storm-water calculations
2.22	P	NA	Site retaining-wall structural calculations
2.23	P	NA	“Assurance of Compliance” with environmental rules

SECTION 3.0 — ARCHITECTURAL DATA

Construction documents			<i>Location (sheet number or spec section)</i>
3.1	Required	Floor plan(s)	_____
3.2	Required	Transverse and longitudinal cross sections	_____
3.3	Required	OSSC Chapter 11 accessibility requirements	_____
3.4	P NA	Interior elevations	_____
3.5	P NA	Exterior elevations	_____
3.6	P NA	Roof plan	_____
3.7	P NA	Wall type sections and details	_____
3.8	P NA	Reflected ceiling plan(s).....	_____
3.9	P NA	Fire-rated construction details	_____
3.10	P NA	Energy-code-compliant construction details and specifications	_____
3.11	P NA	Door schedule	_____
3.12	P NA	Glazing schedule	_____
3.13	P NA	Furniture plan	_____

Supporting documents			<i>Notes</i>
3.20	P NA	Energy-code-compliance forms/calculations	_____
3.21	P NA	Material safety data sheets (MSDS)	_____
3.22	P NA	Hazardous materials inventory statement (HMIS)	_____
3.23	P NA	Hazardous materials management plan (HMMP)	_____
3.24	P NA	Written fire-and-life-safety evacuation plan for area of rescue assistance	_____
3.25	P NA	Active and passive smoke-control information	_____

SECTION 4.0 — STRUCTURAL DATA

Construction documents			<i>Location (sheet number or spec section)</i>
4.1	Required	Structural cover sheet	_____
4.2	P NA	Foundation plan and details	_____
4.3	P NA	Under-slab mechanical plan	_____
4.4	P NA	Under-slab electrical plan	_____
4.5	P NA	Under-slab plumbing plan	_____
4.6	P NA	Floor framing plan	_____
4.7	P NA	Roof framing plan	_____
4.8	P NA	Structural elevations	_____
4.9	P NA	Structural details and cross sections	_____
4.10	P NA	Standpipe information	_____
4.11	P NA	Special inspector/structural observation matrix	_____

Supporting documents			<i>Notes</i>
4.20	P NA	Geotechnical/soil engineer report	_____
4.21	P NA	Site-specific seismic hazard report	_____
4.22	P NA	Design narrative	_____
4.23	P NA	Structural calculations	_____

SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

Construction documents			<i>Location (sheet number or spec section)</i>
5.1	Required	Floor plan	_____
5.2	Required	Equipment schedule	_____
5.3	P NA	Site plan	_____
5.4	P NA	Under-slab mechanical plan	_____
5.5	P NA	Roof plan	_____
5.6	P NA	Fuel-gas-piping plan	_____
5.7	P NA	HVAC equipment and duct plan(s).....	_____
5.8	P NA	Roof access details	_____
5.9	P NA	Duct smoke-detector plans	_____
5.10	P NA	Fire/smoke damper locations	_____
5.11	P NA	Smoke-control plan	_____
5.12	P NA	Outside air (OSA) table	_____
5.13	P NA	Refrigeration equipment and piping plan	_____
5.14	P NA	Kitchen equipment plan	_____
5.15	P NA	Type I and/or Type II kitchen hood plan (see Section 7.0 — Mechanical Data)	_____
5.16	P NA	Fume/vapor hood plan	_____
5.17	P NA	Process piping/product and/or exhaust-conveying duct plan	_____
5.18	P NA	Fire-rated construction details	_____
5.19	P NA	Equipment hanger/fastener details	_____

Supporting documents			<i>Notes</i>
5.20	Required	Structural calculations for vertical loads	_____
5.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
5.22	P NA	Equipment manufacturers’ catalog “cut sheets” or specifications	_____
5.23	P NA	Outside air (OSA) calculations	_____
5.24	P NA	Smoke-control calculations	_____
5.25	P NA	Combustion-air calculations	_____
5.26	P NA	Fuel-gas-piping sizing calculations	_____
5.27	P NA	Make-up air calculations	_____
5.28	P NA	Energy-code-compliance forms	_____
5.29	P NA	Boiler information	_____

SECTION 6.0 — MECHANICAL DATA (Additional or replacement rooftop installation permits)

Construction documents			<i>Location (sheet number or spec section)</i>
6.1	Required	Roof plan	_____
6.2	P NA	Roof framing plan	_____
6.3	P NA	Fuel gas-piping plan	_____
6.4	P NA	Roof access details	_____

Supporting documents			<i>Notes</i>
6.20	Required	Structural calculations for vertical loads	_____
6.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
6.22	P NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
6.23	P NA	Fuel gas piping sizing calculations	_____
6.24	P NA	Energy-code-compliance forms	_____

SECTION 7.0 — MECHANICAL DATA (Type I and Type II kitchen hood permits)

Construction documents			<i>Location (sheet number or spec section)</i>
7.1	Required	Site plan	_____
7.2	Required	Floor plan(s)	_____
7.3	Required	Kitchen equipment plan	_____
7.4	Required	Kitchen equipment and hood elevations	_____
7.5	P NA	Roof plan	_____
7.6	P NA	Cross sections through hoods, ducts and shafts	_____
7.7	P NA	Fire-rated construction details	_____
7.8	P NA	Fire suppression details	_____

Supporting documents			<i>Notes</i>
7.20	Required	Structural calculations for vertical loads	_____
7.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
7.22	Required	Make-up air calculations	_____
7.23	P NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
7.24	P NA	Hood/grease extractor listing documentation	_____
7.25	P NA	Hood/grease duct sizing calculations	_____
7.26	P NA	Fire suppression information	_____

SECTION 8.0 — PLUMBING DATA

Construction documents			<i>Location (sheet number or spec section)</i>
8.1	Required	Floor plan(s)	_____
8.2	Required	Piping and material schedule	_____
8.3	Required	Equipment layout plan	_____
8.4	Required	Fixture schedule	_____
8.5	P NA	Site utility plan	_____
8.6	P NA	Building cross section	_____
8.7	P NA	Rise diagram	_____
8.8	P NA	Roof plan	_____
8.9	P NA	Backflow-prevention location	_____
8.10	P NA	Irrigation plan	_____
8.11	P NA	Fire-rated construction details	_____
8.12	P NA	Under-slab plumbing plan	_____

Supporting documents			<i>Notes</i>
8.20	Required	Structural calculations for vertical loads	_____
8.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
8.22	P NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
8.23	P NA	Utility maintenance agreements	_____
8.24	P NA	Water supply calculations	_____
8.25	P NA	Sanitary system calculations	_____
8.26	P NA	Irrigation demand calculations	_____
8.27	P NA	Roof drain and storm-water calculations	_____

SECTION 9.0 — ELECTRICAL DATA

Construction documents			<i>Location (sheet number or spec section)</i>
9.1	Required	No. of sets of plans: _____	_____
9.2	Required	Floor plan(s)	_____
9.3	Required	Electrical load calculations	_____
9.4	Required	One line diagram	_____
9.5	Required	Feeder riser diagram	_____
9.6	Required	Available fault current information	_____
9.7	Required	Panel schedule(s)	_____
9.8	P NA	Site electrical plan	_____
9.9	P NA	Fire-rated-construction details	_____
9.10	P NA	Lighting plan	_____
9.11	P NA	Emergency power system and emergency lighting plan ...	_____
9.12	P NA	Under-slab electrical plan	_____

Supporting documents			<i>Notes</i>
9.20	Required	Structural calculations for vertical loads	_____
9.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
9.22	P NA	Energy code compliance forms and calculations for lighting	_____
9.23	P NA	Emergency power system specifications	_____
9.24	P NA	Feeder riser information	_____
9.25	P NA	Lighting equipment manufacturers' catalog "cut sheets" or specifications	_____

SECTION 10.0 — FIRE SUPPRESSION DATA

Construction documents			<i>Location (sheet number or spec section)</i>
10.1	Required	Floor plan(s)	_____
10.2	Required	Sprinkler piping plan(s)	_____
10.3	P NA	Site plan	_____
10.4	P NA	Standpipe information	_____
10.5	P NA	Backflow-prevention information	_____
10.6	P NA	Reflected ceiling plan(s)	_____
10.7	P NA	Transverse and longitudinal cross sections	_____
10.8	P NA	Fire-rated construction details	_____
10.9	P NA	Specialty fire suppression system plans and list of systems	_____

Supporting documents			<i>Notes</i>
10.20	Required	Structural calculations for vertical loads	_____
10.21	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
10.22	Required	Equipment manufacturers' catalog "cut sheets"	_____
10.23	P NA	Hydraulic calculations	_____
10.24	P NA	Specialty fire-suppression-system information	_____

SECTION 11.0 — FIRE DETECTION AND ALARM DATA

Construction documents			<i>Location (sheet number or spec section)</i>
11.1	Required	Floor plan(s)	_____
11.2	P NA	Site plan	_____
11.3	P NA	Reflected ceiling plan(s)	_____
11.4	P NA	Transverse and longitudinal cross section(s)	_____
11.5	P NA	Wiring schematic	_____
11.6	P NA	Elevator recall information	_____
11.7	P NA	Operational matrix	_____
11.8	P NA	Fire-rated construction details	_____
11.9	P NA	Standard electrical notes	_____

Supporting documents			<i>Notes</i>
11.20	Required	Structural calculations for vertical loads	_____
11.21	Required	Structural calculations for lateral loads. Calculations for lateral loads for equipment weighing over 400 lbs.	_____
11.22	Required	Equipment manufacturers' catalog "cut sheets"	_____
11.23	Required	Installer certification information	_____
11.24	P NA	Battery calculations	_____
11.25	P NA	Sample fire alarm log book	_____

SECTION 11.0 — FIRE DETECTION AND ALARM DATA (CONTINUED)

Supporting documents			<i>Notes</i>
11.26	P	NA	Emergency power system specifications _____
11.27	P	NA	Monitoring certification information _____
11.28	P	NA	Voltage drop calculations _____

SECTION 12.0 — RE-ROOF INSTALLATION DATA

Construction documents			<i>Location (sheet number or spec section)</i>
12.1*	Required	Site plan or building location map	_____
		The site plan typically includes the following:	
		• North arrow	
		• A note describing the scope of work, such as tear-off, repair, overlay, etc.	
		• A note indicating approx. squares of roofing to be applied	
		• Area in which work is to be performed	
		• Location of roof access	
12.2	Required	Occupancy classification	_____
12.3	Required	Type of construction	_____
12.4	Required	Minimum roof class required	_____
12.5	Required	Class of roofing to be installed	_____
12.6	Required	Roof plan	_____
12.7	P	NA	Parapet and scupper cross section(s)

Supporting documents			<i>Notes</i>
12.20	Required	Pre-re-roof inspection report	_____
12.21	Required	Roofing system listing information	_____
12.22	Required	Roofing manufacturer’s catalog “cut sheets”	_____
12.23	Required	Roofing manufacturer’s installation instructions	_____
12.24	P	NA	Structural calculations
12.25	P	NA	Structural engineer’s report

SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

Construction documents				<i>Item</i>	<i>Location (sheet number or spec section)</i>
13.1	P	NA	Required	_____	_____
13.2	P	NA	Required	_____	_____
13.3	P	NA	Required	_____	_____
13.4	P	NA	Required	_____	_____
13.5	P	NA	Required	_____	_____
13.6	P	NA	Required	_____	_____
13.7	P	NA	Required	_____	_____
13.8	P	NA	Required	_____	_____
13.9	P	NA	Required	_____	_____
13.10	P	NA	Required	_____	_____