



Commercial Plan Review Application Checklist

The purpose of this checklist is to help define a complete submittal package for the scope of work and address information required for typical projects. The plan review will reflect the extent and completeness of the submitted documents and may uncover additional issues requiring revised plans, documentation, and subsequent re-review. This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements.

Other Department reviews (required prior to submitting a building permit application)

- Public Improvement by Private Contract (PIPC) - Public Works, Development Review Division
- Historic Review - Planning Division
- Land Use Approval (e.g., subdivision, conditional development) - Planning Division

Three (3) complete sets of legible plans

- drawn to scale in conformance with the applicable local and state building codes
- construction documents shall be prepared by a registered design professional; except where exempted by OSSC Section 107.1 (1)(2)

Signed Permit Application

Three (3) stamped sets of engineer calculations (if required)

Forms (as required)

- Three (3) sets of Energy Code Compliance forms: <http://www.oregonbcd.org/programs/energy.html>
- Special Inspection and Testing form
- Deferred Submittal agreement (signed by DPRC)
- System Development Charges (SDCs)/plumbing fixtures
- Pedestrian Oriented Design Standards (PODS) - Chapter 4.10 of the City's Land Development Code
- Sewer Discharge form
- Meter Request form
- Phased Development agreement (if required)
- Construction Excise Tax Exemption form
- Fire Permit form

Site/plot plan (Drawn to scale - Minimum 1"=30')

- property lines (with dimensions) north arrow lot and building setback dimensions
- lot coverage area retaining walls location of existing and proposed easements
- locations and dimensions of vehicular access, sidewalks, parking, accessible parking
- footprint of all existing and proposed structures (including decks, porches, etc.)
- existing and proposed contour lines at 2-foot intervals
- size and location of water, sewer, drainage, power and gas utilities. Include vaults, cleanouts, hydrants and all proposed connections (information shall be obtained from an as-built survey or utility locates)

- any known fill sites or landslide hazard areas
- location of the 100-year flood plain and 0.2-foot floodway, if applicable
- location of abutting sidewalks, planter strips, and streets
- existing significant trees/shrubs (defined by Chapter 1.6 of the Land Development Code)
- trees proposed to be removed on the lot and within the planter strip.
- tree protection fencing
- curb cuts/property access - existing and proposed.

Grading plan (OSSC Appendix J)

- two (2) copies of the soils engineering and engineering geology report
- property boundaries, easements, retaining walls, setback requirements, and clearing/work limits.
- existing and proposed contour lines at 2-ft. intervals, extending 15- feet beyond project boundaries
- cross sections if there are significant grade changes
- location and size of existing and proposed drainage, water quality, and detention facilities
- estimate of the quantity of excavation and fill involved

Erosion prevention and sediment control (EPSC) permit application and plan

- all information listed for the grading plan above and the following (plans can be combined)
- all applicable BMPs as per the City of Corvallis EPSC Manual (Chapter 3, Table 3-3)
- applicable standard erosion control notes from the City's EPSC Manual (Appendix B)
- dust control plan (if disturbing 1 acre or more of land surface); dewatering plan as appropriate
- copy of issued NPDES 1200-C permit (for projects disturbing 5 or more acres of land surface)
- plans stamped and signed by a certified professional (if disturbing 1 acre or more of land surface)

Landscape and irrigation plans (Chapter 4.2 of the City's LDC)

Cover sheet

- | | |
|---|--|
| <input type="checkbox"/> code analysis/summary | <input type="checkbox"/> project description |
| <input type="checkbox"/> project name and address | <input type="checkbox"/> building construction type |
| <input type="checkbox"/> design professionals contact information | <input type="checkbox"/> occupancy group application |
| <input type="checkbox"/> drawing index | <input type="checkbox"/> allowable area calculations |
| <input type="checkbox"/> proposed use | <input type="checkbox"/> design load criteria |
| <input type="checkbox"/> fire sprinkler, alarm, and/or special devices proposed | |

Floor plans

- | | | |
|---|---|---|
| <input type="checkbox"/> show all dimensions | <input type="checkbox"/> room identification | <input type="checkbox"/> door and window locations |
| <input type="checkbox"/> wall types & fire resistance | <input type="checkbox"/> exit and egress lighting plan | <input type="checkbox"/> accessibility features |
| <input type="checkbox"/> occupant load of each room | <input type="checkbox"/> ventilation fans | <input type="checkbox"/> electrical panel locations |
| <input type="checkbox"/> plumbing fixtures and calcs | <input type="checkbox"/> stair and landing dimensions | <input type="checkbox"/> door/hardware schedule |
| <input type="checkbox"/> shafts and their ratings | <input type="checkbox"/> Fire Dept. connection location | |
| <input type="checkbox"/> special device locations | <input type="checkbox"/> sprinkler room and vault details | |

Exterior elevations (architectural elevations for new construction and additions)

- exterior elevations must reflect the actual changes in grade including ramp, rails, signage, etc.
- material legend
- glazing schedule
- horizontal and vertical dimension

Interior elevations

- changes in floor level
- accessible fixture and counter heights
- grade to under floor, floor to ceiling, and ceiling to roof dimensions
- stairs, guards, and railing

Structural sheets

- general note
- structural design criteria
- special inspections required
- foundation plan and details
- slab design and details
- framing plan and details
- framing section details
- connection details
- floor framing plan
- roof framing plan
- suspended ceiling plan
- cross sections

Structural calculations

- gravity and lateral loads
- seismic calculations
- connection adequacy
- design parameters
- specific structural element details.

Mechanical plans and permit application

- mechanical diagrams
- equipment specifications
- air calculations
- connection details
- supply lines, sizes and valves
- damper locations and ratings
- condensation lines and discharge locations
- project valuation
- seismic calculations for connection per Chapter 16 of the OSSC and ASCE 7

Plumbing plans and permit application

- plumbing diagrams (isometric)
- fixture location
- pipe sizes, slopes, and lengths
- pipe support details
- pipe type
- special devices

Fire stopping and proofing plans

- penetration details, specifications, and listing data
- fire stopping products specifications and listing data
- fire proofing details, which are site-specific to the project
- listed fire rated wall, floor/ceiling, and shaft assemblies

Fire sprinkler plans (see NFPA 13, Section 22.1.3 for submittal requirements)

- design specifications
- riser detail
- manufacturer cut sheets
- hydraulic calculations
- sprinkler room and vault details.
- pipe size and sprinkler spacing and head type
- piping and component drawings

Fire alarm plans (see OSSC, Section 907.1 for submittal requirements)

- fire alarm diagram
- component locations
- component specification
- electrical diagrams