



**CHECKLIST FOR COMMERCIAL AND  
 TENANT IMPROVEMENT APPLICATION**

**PROJECT INFORMATION**

Project name:		Date:	
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**

*Location (sheet number or spec section)*

- 1.1  Required No. of sets of plans: **3 sets are required** .....
- 1.2  Required Cover sheet title block .....
- 1.3  Optional 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 .....

**Supporting documents**

*Notes*

- 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**

*Location (sheet number or spec section)*

- 2.1  Required Site plan .....
- 2.2  Required Site utility plan .....
- 2.3  Required Grading plan .....
- 2.4  P  NA Erosion-control plan .....
- 2.5  P  NA Utility-vault location and details .....

**Supporting documents**

*Notes*

- 2.20  P  NA Geotechnical/soil engineer report .....
- 2.21  P  NA Storm-water calculations .....
- 2.22  P  NA Site retaining-wall structural calculations .....

**SECTION 3.0 — ARCHITECTURAL DATA**

**Construction documents**

*Location (sheet number or spec section)*

- 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**

*Notes*

- 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**

*Location (sheet number or spec section)*

- 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**

*Notes*

- 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**

*Location (sheet number or spec section)*

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

**Supporting documents**

*Notes*

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

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

**Construction documents** *Location (sheet number or spec section)*

- 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** *Notes*

- 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** *Location (sheet number or spec section)*

- 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** *Notes*

- 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**

*Location (sheet number or spec section)*

8.1	<input checked="" type="checkbox"/>	Required	Floor plan(s) .....	_____
8.2	<input checked="" type="checkbox"/>	Required	Piping and material schedule.....	_____
8.3	<input checked="" type="checkbox"/>	Required	Equipment layout plan.....	_____
8.4	<input checked="" type="checkbox"/>	Required	Fixture schedule .....	_____
8.5	<input type="checkbox"/>	P <input type="checkbox"/> NA	Site utility plan .....	_____
8.6	<input type="checkbox"/>	P <input type="checkbox"/> NA	Building cross section .....	_____
8.7	<input type="checkbox"/>	P <input type="checkbox"/> NA	Rise diagram.....	_____
8.8	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof plan .....	_____
8.9	<input type="checkbox"/>	P <input type="checkbox"/> NA	Backflow-prevention location .....	_____
8.10	<input type="checkbox"/>	P <input type="checkbox"/> NA	Irrigation plan .....	_____
8.11	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fire-rated construction details .....	_____
8.12	<input type="checkbox"/>	P <input type="checkbox"/> NA	Under-slab plumbing plan .....	_____

**Supporting documents**

*Notes*

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

**SECTION 9.0 — ELECTRICAL DATA**

<b>Construction documents</b>			<i>Location (sheet number or spec section)</i>
9.1	<input type="checkbox"/> P	<input type="checkbox"/> NA	No. of sets of plans: _____ _____
9.2	<input type="checkbox"/> P	<input type="checkbox"/> NA	Floor plan(s) _____
9.3	<input type="checkbox"/> P	<input type="checkbox"/> NA	Electrical load calculations _____
9.4	<input type="checkbox"/> P	<input type="checkbox"/> NA	One line diagram _____
9.5	<input type="checkbox"/> P	<input type="checkbox"/> NA	Feeder riser diagram _____
9.6	<input type="checkbox"/> P	<input type="checkbox"/> NA	Available fault current information _____
9.7	<input type="checkbox"/> P	<input type="checkbox"/> NA	Panel schedule(s) _____
9.8	<input type="checkbox"/> P	<input type="checkbox"/> NA	Site electrical plan _____
9.9	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fire-rated-construction details _____
9.10	<input type="checkbox"/> P	<input type="checkbox"/> NA	Lighting plan _____
9.11	<input type="checkbox"/> P	<input type="checkbox"/> NA	Emergency power system and emergency lighting plan _____
9.12	<input type="checkbox"/> P	<input type="checkbox"/> NA	Under-slab electrical plan _____
<b>Supporting documents</b>			<i>Notes</i>
9.20	<input checked="" type="checkbox"/> Required		Structural calculations for vertical loads _____
9.21	<input checked="" type="checkbox"/> Required		Structural calculations for lateral loads, for equipment weighing over 400 lbs. _____
9.22	<input type="checkbox"/> P	<input type="checkbox"/> NA	Energy code compliance forms and calculations for lighting _____
9.23	<input type="checkbox"/> P	<input type="checkbox"/> NA	Emergency power system specifications _____
9.24	<input type="checkbox"/> P	<input type="checkbox"/> NA	Feeder riser information _____
9.25	<input type="checkbox"/> P	<input type="checkbox"/> NA	Lighting equipment manufacturers' catalog "cut sheets" or specifications _____



**SECTION 10.0 — FIRE SUPPRESSION DATA****Construction documents***Location (sheet number or spec section)*

- 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***Notes*

- 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***Location (sheet number or spec section)*

- 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***Notes*

- 11.20  Required Structural calculations for vertical loads ..... \_\_\_\_\_
- 11.21  Required Structural 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 ..... \_\_\_\_\_
- 11.26  P  NA Emergency power system specifications..... \_\_\_\_\_
- 11.27  P  NA Monitoring station information ..... \_\_\_\_\_
- 11.28  P  NA Voltage drop calculations ..... \_\_\_\_\_

**SECTION 12.0 — RE-ROOF INSTALLATION DATA**

**Construction documents**

*Location (sheet number or spec section)*

- 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, 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**

*Notes*

- 12.20  Required Roofing system listing information ..... \_\_\_\_\_  
 12.21  Required Roofing manufacturer’s catalog “cut sheets” ..... \_\_\_\_\_  
 12.22  P  NA Structural calculations ..... \_\_\_\_\_  
 12.23  P  NA Structural engineer’s report ..... \_\_\_\_\_

**SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS**

**Construction documents**

**Item**

*Location (sheet number or spec section)*

- |       |                            |                             |                                   |       |       |
|-------|----------------------------|-----------------------------|-----------------------------------|-------|-------|
| 13.1  | <input type="checkbox"/> P | <input type="checkbox"/> NA | <input type="checkbox"/> Required | _____ | _____ |
| 13.2  | <input type="checkbox"/> P | <input type="checkbox"/> NA | <input type="checkbox"/> Required | _____ | _____ |
| 13.3  | <input type="checkbox"/> P | <input type="checkbox"/> NA | <input type="checkbox"/> Required | _____ | _____ |
| 13.4  | <input type="checkbox"/> P | <input type="checkbox"/> NA | <input type="checkbox"/> Required | _____ | _____ |
| 13.5  | <input type="checkbox"/> P | <input type="checkbox"/> NA | <input type="checkbox"/> Required | _____ | _____ |
| 13.6  | <input type="checkbox"/> P | <input type="checkbox"/> NA | <input type="checkbox"/> Required | _____ | _____ |
| 13.7  | <input type="checkbox"/> P | <input type="checkbox"/> NA | <input type="checkbox"/> Required | _____ | _____ |
| 13.8  | <input type="checkbox"/> P | <input type="checkbox"/> NA | <input type="checkbox"/> Required | _____ | _____ |
| 13.9  | <input type="checkbox"/> P | <input type="checkbox"/> NA | <input type="checkbox"/> Required | _____ | _____ |
| 13.10 | <input type="checkbox"/> P | <input type="checkbox"/> NA | <input type="checkbox"/> Required | _____ | _____ |

\* The building official may waive submission of plans. Contact jurisdiction for more information.