

COMMERCIAL PLAN REVIEW CHECKLIST

2018 IBC, IPC, IFGC, IMC, IECC, IFC & 2017 NEC

Checklist is required at time of submittal



Job Information

Property Address:	Suite #	Contractor:
<input type="checkbox"/> New Commercial <input type="checkbox"/> Shell <input type="checkbox"/> Finish-Out <input type="checkbox"/> Addition <input type="checkbox"/> Multi-Family <input type="checkbox"/> Remodel <input type="checkbox"/> Other		
Proposed Use in Building:		
<input type="checkbox"/> A-1 Assembly (Theater/ Concert Hall)	<input type="checkbox"/> M - Department Store / Drug Store	
<input type="checkbox"/> A-2 Assembly (Restaurant/Night Club/Bar)	<input type="checkbox"/> M - Gas Station	
<input type="checkbox"/> A-3 Assembly (Worship/Amusement/ Community Hall)	<input type="checkbox"/> M - Retail/ Warehouse	
<input type="checkbox"/> B - Business	<input type="checkbox"/> S-1 Storage Mod. Hazard (Repair Garage)	
<input type="checkbox"/> D/E - Daycare & Educational	<input type="checkbox"/> S-2 Storage Low Hazard (Excluding Parking Garage)	
<input type="checkbox"/> I-1 Institutional (Ambulatory)	<input type="checkbox"/> S-2 Storage (Parking Garage)	
<input type="checkbox"/> I-2 Institutional (Non-Ambulatory)	<input type="checkbox"/> Other	

Submittal Requirements

The following documents must be submitted with application when submitting hard copies:

- Building Permit Application (4 copies)
- Plan Review Checklist (1 copy)
- Construction Plans (4 sets, prepared by a Registered Design Professional, Architect or Engineer)
- Storm Water Pollution Prevention Form
- Grading and Drainage Affidavit
- Food Establishment Smoking Compliance Form (if applicable)
- Health Plan Review Checklist, Including Menu (Applicable for Food Service and Daycare Establishments)
- Plan Review Fee (Nonrefundable at time of submittal, permit fee is due at issuance of permit)
- Erosion control Design Plan (3 copies) - Only if conducting any land disturbing or construction activities with the below requirements:
 - *On property with an area of more than one (1) acre, or,
 - *On property with an area less than one (1) acre that constitutes more than 50% of the site

****One copy of each can be submitted online via the Citizen Self Service Portal located at <https://energovweb.cityofallen.org/energov/selfservice/home>**

Check which of the following have been included:

- | | | |
|---|---|--|
| Y / N | <input type="checkbox"/> <input type="checkbox"/> | |
| <input type="checkbox"/> <input type="checkbox"/> | | Approved Site Plan |
| <input type="checkbox"/> <input type="checkbox"/> | | Occupancy type and type of construction |
| <input type="checkbox"/> <input type="checkbox"/> | | Structural framing |
| <input type="checkbox"/> <input type="checkbox"/> | | Floor plan/building plans shall be to scale and no larger than 42" x 30" unless approved by the City |
| <input type="checkbox"/> <input type="checkbox"/> | | UL listing for fire rated assemblies and penetrations |
| <input type="checkbox"/> <input type="checkbox"/> | | Energy Compliance Report in accordance with requirements stated in IECC 2018 |
| <input type="checkbox"/> <input type="checkbox"/> | | TDLR number (for projects over \$50,000) |
| <input type="checkbox"/> <input type="checkbox"/> | | Confirmation of Completion of Asbestos Survey |
| <input type="checkbox"/> <input type="checkbox"/> | | Site specific soils report |
| <input type="checkbox"/> <input type="checkbox"/> | | Engineered foundation design based on site specific soils report |
| <input type="checkbox"/> <input type="checkbox"/> | | Plumbing riser diagram and Under Slab Plumbing Drawing |
| <input type="checkbox"/> <input type="checkbox"/> | | Exit and emergency lighting plan |
| <input type="checkbox"/> <input type="checkbox"/> | | Lighting electrical power plan/electrical riser plan |
| <input type="checkbox"/> <input type="checkbox"/> | | Door schedule with hardware/window schedule |
| <input type="checkbox"/> <input type="checkbox"/> | | Finish schedule |
| <input type="checkbox"/> <input type="checkbox"/> | | Roof plan giving location of roof mounted equipment and roof drainage |
| <input type="checkbox"/> <input type="checkbox"/> | | Elevations of all sides of building showing finishes and overall height |
| <input type="checkbox"/> <input type="checkbox"/> | | 3 sets of Erosion control Design Plans (qualification based on submittal requirements) |

Under the water conservation plan and drought contingency plan there are limits to the use of sprinkler systems. If a new construction building requires more than two days per week watering to establish new sod or landscape, the contractor/owner must apply for a variance. There is no guarantee the variance will be granted if under the drought contingency portion of the plan. To apply for a variance, visit: cityofallen.org/water-variance. For more information on water conservation, contact gdonaldson@cityofallen.org.

Applicant's Signature: _____ Print Name: _____ Date: _____

By signing this you have agreed that all boxes have been checked and all information has been submitted. Failure to submit all information may result in the delay of approving your permit.