

COMMERCIAL PLAN REVIEW GUIDELINE



2021IBC, IPC, IFGC, IMC, IECC, IFC & 2020 NEC

SUBMITTAL REQUIREMENTS

The following documents must be electronically submitted with application via the Citizen Self Service Portal: cityofallen.org/css

- Building Permit Application
- Construction Plans (*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 Guideline 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*)
- *Approved Site Plan*
- *Energy Compliance Report in accordance with requirements stated in IECC 2021 TDLR number (for projects over \$50,000)*
- *Confirmation of Completion of Asbestos Survey whenever demo work is proposed.*
- *Site specific soils report with ground-up construction or addition.*
- *Special Inspection Form (for ground-up projects)*

The following list outlines the City's minimum submittal requirements for new commercial projects as applicable to the proposed scope of work. All documents shall be submitted in PDF format. Permit sets shall be uploaded as one consolidated file in PDF format. Please note, a complete plan set is required for any resubmittals - simply uploading the revised sheets will not be accepted for follow-up review.

1. Life Safety Plan:

- Applicable codes, standards and amendments.
- Type of construction and Occupancy Group.
- Occupant Load calculations. List OL factor.
- Egress path and egress capacity calculations based on Occupant Load.
- Fire ratings of building elements. UL listing for fire rated assemblies and penetrations.
- Exit lighting locations.
- If there is a swimming pool or courtyard, include them in life safety analysis.

2. Architectural:

- Floor plans to scale. Minimum sheet size: 11 x 17.
- Reflected Ceiling Plans.
- Roof Plan: Show locations of RTU. If screening is required per sec 7.03.3 ALDC provide screen material information and attachment details.
- Elevations of all sides of the building. Show materials and height.
- Door and Hardware schedule. Required for both existing and proposed doors. Project Manual will not be accepted.
- Window and Storefront Schedule. Indicate safety glazing locations.
- Finish Schedule verifying compliance with Chapter 8 of the IBC.

3. Structural:

- List design criteria.
- Engineered foundation design based on soil report.
- Structural framing plan.

4. Mechanical:

- For food establishment submit kitchen hood submittal
- signed and sealed by EoR.

5. Electrical:

- Exit and emergency lighting plan.
- Electrical power plan/lighting riser plan.

6. Plumbing:

- Under-slab plumbing.
- Plumbing riser diagram.