

COMMERCIAL - PHASED PROJECT MATRIX CITY OF TUALATIN – BUILDING DIVISION

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www.ci.tualatin.or.us

PROJECT INFORMATION								
Project name:				Date:				
Project address:	City:		State:		ZIP:			
Scope of work:								
Reference no.:		Map and tax-lot n	10.:					
Contact person name:		Company:						
Phone:		Cellular:						
Fax:		E-mail:	•					
NOTEC AND IN	UCT.	DUCTIONS						

NOTES AND INSTRUCTIONS

- The purpose of this matrix is to help an applicant plan for and prepare complete submittal packages for a phased project. A pre-submittal conference may be required by the jurisdiction or requested by the applicant to discuss the desired phasing. Plan review will not take place until a complete package is submitted for the requested phase.
- This matrix can be used for all commercial construction projects, including new construction, additions, alterations, and tenant improvements (TIs). In unique circumstances, additional phases may be considered when approved by a building official.
- 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, if it is requested in multiple sections.
- A box with an X indicates that the information is typically required for plan review for the phase requested. A required item may be deferred for later submittal when approved by the local building official.
- ☐ "P" means "provided" *or* the plans examiner is requesting that you provide it.
- X "NA" means "not applicable" to your project.
- Building, mechanical, electrical, and plumbing permits may be issued together or as required for the phase.
- Costs associated with the phasing of projects will be charged according to the standard Tri-County fee method.
- Construction work will not begin before issuance of appropriate permits, nor will it extend beyond the approved phase.
- Permits for phased projects are issued based on the information provided. Design assumptions are acceptable The owner assumes risks associated with phased permitting if this information is incomplete or inaccurate.

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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Excavation Site Foundation/ Structural Shell Build & shoring utilities & slab frame out/TI grading

SECT	ION 1 — GENERAL PROJECT	DATA						
Const	ruction Documents							
1.1	Number of sets of plans	Required	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	
1.2	Cover sheet title block	Required	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	
1.3	Cover sheet vicinity map	Required	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
1.4	Cover sheet plan index	Required	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
1.5	Code summary	☐ P ☐ NA			\boxtimes	\boxtimes	\boxtimes	\boxtimes
1.6	Deferred submittal summary	□ P □ NA				\boxtimes	\boxtimes	\boxtimes
1.7	Professional stamp and signature	□ P □ NA	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
1.8	Fire-and-life-safety plan	□ P □ NA					\boxtimes	\boxtimes
1.9	Landscape plan	□ P □ NA					\boxtimes	\boxtimes
1.10	Landscape specifications	□ P □ NA					\boxtimes	\boxtimes
Suppo	orting Documents							
1.20	Land use or planning actions	□ P □ NA		\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
1.21	Required fire-flow calculations	□ P □ NA		\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
1.22	Fire hydrant flow-test report	□ P □ NA				\boxtimes	\boxtimes	\boxtimes
1.23	Fire department or fire district building survey report	□ P □ NA					\boxtimes	\boxtimes
1.24	Material safety data sheets (MSDS)	☐ P ☐ NA						
SECT	ION 2 — CIVIL DATA		•			•		
Const	ruction Documents							
2.1	Site plan	Required		\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
2.2	Site utility plan	Required			\boxtimes		\boxtimes	\boxtimes
2.3	Grading plan	Required					\boxtimes	\boxtimes
2.4	Erosion control plan	Required		\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
2.5	Utility vault location and details	□ P □ NA			\boxtimes		\boxtimes	\boxtimes
Suppo	orting Documents							
2.20	Geotechnical/soil engineer report	☐ P ☐ NA			\boxtimes		\boxtimes	\boxtimes
2.21	Storm water calculations	☐ P ☐ NA			\boxtimes		\boxtimes	\boxtimes
2.22	Site retaining wall structural calculations	□ P □ NA		\boxtimes	\boxtimes			\boxtimes
2.23	Assurance of compliance with environmental rules	□ P □ NA						
SECT	ION 3 — ARCHITECTURAL DA	TA						
	ruction Documents							
3.1	Floor plans	Required					\boxtimes	\boxtimes
3.2	Transverse and longitudinal cross sections	Required					\boxtimes	\boxtimes
3.3	OSSC Chapter 11 accessibility requirements	Required						\boxtimes
3.4	Interior elevations	□ P □ NA					\boxtimes	\boxtimes
3.5	Exterior elevations	□ P □ NA			\boxtimes	\boxtimes	\boxtimes	\boxtimes
3.6	Roof plan	□ P □ NA					\boxtimes	
3.7	Wall type sections and details	☐ P ☐ NA					\boxtimes	\boxtimes



			Excavation & shoring	Site utilities & grading	Foundation/ slab	Structural frame	Shell	Build out/TI
3.8	Reflected ceiling plan(s)	☐ P ☐ NA					\boxtimes	\boxtimes
3.9	Fire-related construction details	☐ P ☐ NA					\boxtimes	\boxtimes
3.10	Energy-code-compliant construction details and specifications	□ P □ NA					\boxtimes	\boxtimes
3.11	Door schedule	☐ P ☐ NA					\boxtimes	\boxtimes
3.12	Glazing schedule	☐ P ☐ NA					\boxtimes	\boxtimes
3.13	Furniture plan	☐ P ☐ NA					\boxtimes	\boxtimes
Suppo	orting Documents							
3.20	Energy-code-compliance forms and calculations	□ P □ NA						
3.21	Material safety data sheets (MSDS)	☐ P ☐ NA					\boxtimes	\boxtimes
3.22	Hazardous materials inventory schedule (HMIS)	□ P □ NA						
3.23	Hazardous materials management plan (HMMP)	□ P □ NA						
3.24	Written fire-and-life-safety evacuation plan for area of rescue assistance	□ P □ NA						
3.25	Active and passive smoke-control information	□ P □ NA						\boxtimes
SECT	TION 4 — STRUCTURAL DATA							
Const	ruction Documents							
4.1	Structural cover sheet	Required						\boxtimes
4.2	Foundation plan and details	☐ P ☐ NA						\boxtimes
4.3	Under-slab mechanical plan	☐ P ☐ NA				\boxtimes	\boxtimes	\boxtimes
4.4	Under-slab electrical plan	☐ P ☐ NA						\boxtimes
4.5	Under-slab plumbing plan	□ P □ NA						
4.6	Floor framing plan	☐ P ☐ NA				\boxtimes		
4.7	Roof framing plan	☐ P ☐ NA					\boxtimes	\boxtimes
4.8	Structural elevations	☐ P ☐ NA				\boxtimes	\boxtimes	\boxtimes
4.9	Structural details and cross- sections	□ P □ NA						
4.10	Standpipe information	☐ P ☐ NA			\boxtimes	\boxtimes	\boxtimes	\boxtimes
4.11	Special inspection/structural observation matrix	□ P □ NA						\boxtimes
Suppo	orting Documents							
4.20	Geotechnical/soil engineer report	☐ P ☐ NA	\boxtimes			\boxtimes	\boxtimes	\boxtimes
4.21	Site-specific seismic hazard report	☐ P ☐ NA						\boxtimes
4.22	Design narrative	☐ P ☐ NA						
4.23	Structural calculations	☐ P ☐ NA				\boxtimes	\boxtimes	\boxtimes
	TION 5 — MECHANICAL: NEW	CONSTRUCTION	ON DATA					
	ruction Documents							
5.1	Floor plan	Required						
5.2	Equipment schedule	Required						
5.3	Site plan	☐ P ☐ NA	П	П	П		\boxtimes	\boxtimes

			Excavation & shoring	Site utilities & grading	Foundation/ slab	Structural frame	Shell	Build out/TI
5.4	Under-slab mechanical plan	☐ P ☐ NA			\boxtimes	\boxtimes	\boxtimes	\boxtimes
5.5	Roof plan	☐ P ☐ NA					\boxtimes	\boxtimes
5.6	Fuel-gas-piping plan	☐ P ☐ NA					\boxtimes	\boxtimes
5.7	HVAC equipment and duct plan(s)	☐ P ☐ NA					\boxtimes	\boxtimes
5.8	Roof access details	☐ P ☐ NA					\boxtimes	\boxtimes
5.9	Duct smoke-detector locations	☐ P ☐ NA					\boxtimes	\boxtimes
5.10	Fire/smoke damper locations	☐ P ☐ NA					\boxtimes	\boxtimes
5.11	Smoke-control plan	☐ P ☐ NA					\boxtimes	\boxtimes
5.12	Outside air (OSA) table	☐ P ☐ NA					\boxtimes	\boxtimes
5.13	Refrigeration equipment and piping plan	□ P □ NA						\boxtimes
5.14	Kitchen equipment plan	Required						\boxtimes
5.15	Type I and/or II kitchen hood plan (see Mechanical Data 7.0)	□ P □ NA						\boxtimes
5.16	Fume/vapor hood plan	☐ P ☐ NA					\boxtimes	\boxtimes
5.17	Process piping/product and/or exhaust-conveying duct plan	□ P □ NA						\boxtimes
5.18	Fire-rated construction details	☐ P ☐ NA						\boxtimes
5.19	Equipment hanger/fastener details	☐ P ☐ NA					\boxtimes	\boxtimes
Suppo	rting Documents							
5.20	Structural calculations for vertical loads	Required						
5.21	Structural calculations for lateral loads, for equipment weighing more than 400 lbs.	□ P □ NA						
5.22	Equipment manufacturer's catalog "cut sheets" or specifications	□ P □ NA					\boxtimes	\boxtimes
5.23	Outside air (OSA) calculations	☐ P ☐ NA					\boxtimes	\boxtimes
5.24	Smoke-control calculations	☐ P ☐ NA					\boxtimes	\boxtimes
5.25	Combustion-air calculations	☐ P ☐ NA						\boxtimes
5.26	Fuel-gas-piping sizing calculations	☐ P ☐ NA					\boxtimes	\boxtimes
5.27	Make-up air calculations	☐ P ☐ NA						\boxtimes
5.28	Energy-code-compliance forms	☐ P ☐ NA						\boxtimes
5.29	Boiler information	☐ P ☐ NA						\square
	ION 6 — MECHANICAL: REPLA	CEMENT ROOF	TOP EQUIP	MENT INST	ALLATION P	ERMITS DA	ATA	
	ruction Documents	Descript						N
6.1	Roof plan	Required					$\frac{\sqcup}{\vdash}$	
6.2	Roof framing plan	P NA						
6.3	Fuel gas-piping plan	P NA						
6.4	Roof access details	☐ P ☐ NA	Ш					
	Structural calculations for vertical	Dogwing d						
6.20	Structural calculations for vertical loads	Required						
6.21	Structural calculations for lateral loads, for equipment weighing more than 400 lbs.	□ P □ NA						

			Excavation & shoring	Site utilities & grading	Foundation/ slab	Structural frame	Shell	Build out/TI
6.22	Equipment manufacturer's catalogue "cut sheets" or specifications	□ P □ NA						
6.23	Fuel-gas-piping-sizing calculations	□ P □ NA						\boxtimes
6.24	Energy code compliance forms	☐ P ☐ NA						\boxtimes
SECT	ION 7 — MECHANICAL: I & II K	(ITCHEN-HOOD	PERMITS I	DATA				
Const	ruction Documents							
7.1	Site plan	Required						\boxtimes
7.2	Floor plan(s)	Required						\boxtimes
7.3	Kitchen equipment plan	Required						\boxtimes
7.4	Kitchen equipment and hood elevations	Required						
7.5	Roof plan	□ P □ NA						\boxtimes
7.6	Cross-sections through hoods ducts and shafts	□ P □ NA						\boxtimes
7.7	Fire-rated construction details	☐ P ☐ NA						\boxtimes
7.8	Fire-suppression details	☐ P ☐ NA						\boxtimes
Suppo	orting Documents							
7.20	Structural calculations for vertical loads	Required						\boxtimes
7.21	Structural calculations for lateral loads, for equipment weighing more than 400 lbs.	Required						
7.22	Make-up air circulations	Required						\boxtimes
7.23	Equipment manufacturer's catalogue "cut sheets" or specifications	□ P □ NA						\boxtimes
7.24	Hood/grease extractor listing documentation	□ P □ NA						\boxtimes
7.25	Hood/grease duct sizing calculations	□ P □ NA						
7.26	Fire-suppression information	□ P □ NA						
	ON 8 — PLUMBING DATA							
	ruction Documents							
8.1	Floor plan(s)	Required						
8.2	Piping and material schedule	Required	<u> </u>	<u> </u>	<u> </u>	<u> <u> </u></u>		
8.3	Equipment layout plan	Required	<u> </u>					
8.4	Fixture schedule	Required	<u>_</u>			<u>_</u>		
8.5	Site utility plan	□ P □ NA						
8.6	Building cross section	P NA						
8.7	Riser diagram	P NA						
8.8	Roof plan	□ P □ NA						
8.9	Backflow-prevention location	□ P □ NA						
8.10	Irrigation plan	□ P □ NA						
8.11	Fire-rated construction details	□ P □ NA						
8.12	Under-slab plumbing plan	□ P □ NA			\boxtimes	\boxtimes	\boxtimes	\boxtimes

			Excavation & shoring	Site utilities & grading	Foundation/ slab	Structural frame	Shell	Build out/TI
Suppo	orting Documents							
8.20	Structural calculations for vertical loads	Required					\boxtimes	\boxtimes
8.21	Structural calculations for lateral loads, for equipment weighing more than 400 lbs.	Required					\boxtimes	
8.22	Equipment manufacturer's catalogue "cut sheets" or specifications	□ P □ NA					\boxtimes	
8.23	Utility maintenance agreement	☐ P ☐ NA					\boxtimes	\boxtimes
8.24	Water-supply calculations	☐ P ☐ NA						\boxtimes
8.25	Sanitary system calculation	☐ P ☐ NA						\boxtimes
8.26	Irrigation-demand calculations	☐ P ☐ NA					\boxtimes	\boxtimes
8.27	Roof drain and storm-water calculations	□ P □ NA					\boxtimes	\boxtimes
SECT	ION 9 — ELECTRICAL DATA							
Const	ruction Documents							
9.1	Number of sets of plans	Required					\boxtimes	\boxtimes
9.2	Floor plan(s)	Required					\boxtimes	\boxtimes
9.3	One line diagram	Required					\boxtimes	\boxtimes
9.4	Feeder riser diagram	Required					\boxtimes	\boxtimes
9.5	Available fault current information	Required					\boxtimes	\boxtimes
9.6	Panel schedule(s)	Required					\boxtimes	\boxtimes
9.7	Site electrical plan	☐ P ☐ NA		\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
9.8	Fire-rated-construction details	☐ P ☐ NA					\boxtimes	\boxtimes
9.9	Lighting plan	☐ P ☐ NA					\boxtimes	\boxtimes
9.10	Emergency power system and emergency lighting plan	□ P □ NA					\boxtimes	
9.11	Under-slab electrical plan	☐ P ☐ NA			\boxtimes	\boxtimes	\boxtimes	\boxtimes
Suppo	orting Documents							
9.20	Structural calculations for vertical loads	Required					\boxtimes	\boxtimes
9.21	Structural calculations for lateral loads, for equipment weighing more than 400 lbs.	Required						
9.22	Energy-code-compliance forms and calculations for lighting	□ P □ NA					\boxtimes	
9.23	Emergency power system specifications	□ P □ NA					\boxtimes	
9.24	Feeder riser information	□ P □ NA						\boxtimes
9.25	Lighting equipment catalogue "cut sheets" or specifications	□ P □ NA		\boxtimes	\boxtimes	\boxtimes	\boxtimes	

Excavation Site Foundation/ Structural Shell Build & shoring utilities & slab frame out/TI grading

SECTIO	ON 10 — FIRE SUPPRESSION DA	TA					
Constr	uction Documents						
10.1	Floor plan(s)	Required				\boxtimes	
10.2	Sprinkler piping plan(s)	Required				\boxtimes	\boxtimes
10.3	Site plan	□ P □ NA	\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
10.4	Standpipe information	□ P □ NA			\boxtimes	\boxtimes	\boxtimes
10.5	Backflow-prevention information	□ P □ NA				\boxtimes	\boxtimes
10.6	Reflected ceiling plan(s)	□ P □ NA				\boxtimes	
10.7	Transverse and longitudinal cross sections	□ P □ NA					\boxtimes
10.8	Fire-rated construction details	□ P □ NA				\boxtimes	\boxtimes
10.9	Specialty fire suppression system plans and list of systems	□ P □ NA					\boxtimes
Suppor	ting Documents						
10.20	Structural calculations for vertical loads	Required					\boxtimes
10.21	Structural calculations for lateral loads, for equipment weighing more than 400 lbs.	Required					\boxtimes
10.22	Equipment manufacturer's catalogue "cut sheets"	Required					
10.23	Hydraulic calculations	□ P □ NA				\boxtimes	\boxtimes
10.24	Specialty fire-suppression-system information	□ P □ NA					\boxtimes
SECTIO	ON 11 — FIRE DETECTION AND A	LARM DATA	·		•		
Constr	uction Documents						
11.1	Floor plan(s)	Required				\boxtimes	\boxtimes
11.2	Site plan	□ P □ NA				\boxtimes	\boxtimes
11.3	Reflected ceiling plan(s)	□ P □ NA				\boxtimes	\boxtimes
11.4	Transverse and longitudinal cross section(s)	□ P □ NA					\boxtimes
11.5	Wiring schematic	□ P □ NA				\boxtimes	\boxtimes
11.6	Elevator recall information	□ P □ NA				\boxtimes	\boxtimes
11.7	Operational matrix	□ P □ NA					\boxtimes
11.8	Fire-rated construction details	□ P □ NA				\boxtimes	\boxtimes
11.9	Standard electrical notes	□ P □ NA					\boxtimes
Suppor	ting Documents						
11.20	Structural calculations for vertical loads	Required					\boxtimes
11.21	Structural calculations for lateral loads, for equipment weighing more than 400 lbs.	Required					\boxtimes
11.22	Equipment manufacturer's catalogue "cut sheets"	Required					
11.23	Installer certification information	Required				\boxtimes	
11.24	Battery calculations	☐ P ☐ NA				\boxtimes	\boxtimes

РПАЗ	ED PROJECT MATRIX		Excavation & shoring	Site utilities & grading	Foundation/ slab	Structural frame	Shell	Build out/TI
11.25	Sample fire-alarm log book	□ P □ NA					\boxtimes	\boxtimes
11.26	Emergency power system specifications	□ P □ NA					\boxtimes	\boxtimes
11.27	Monitoring certification information	□ P □ NA						\boxtimes
11.28	Voltage drop calculations	□ P □ NA					\boxtimes	\boxtimes
SECTION	ON 12 — RE-ROOF INSTALLATION	I DATA						
Constr	ruction Documents							
12.1*	Roof plan	Required						\boxtimes
12.2	Occupancy classification	Required						\boxtimes
12.3	Type of construction	Required						\boxtimes
12.4	Minimum roof class required	Required						\boxtimes
12.5	Class of roof to be installed	Required						
12.6	Roof plan	Required						
12.7	Parapet and scupper cross section(s)	□ P □ NA						
Suppo	rting Documents							
12.20	Pre-roof inspection	Required						
12.21	Roofing system listing information	Required						
12.22	Roofing manufacturer's catalogue "cut sheets"	□ P □ NA						
12.23	Roofing manufacturer's installation instructions	Required						
12.24	Structural calculations	☐ P ☐ NA						
12.25	Structural engineer's report	☐ P ☐ NA						
SECTION	ON 13 — JURISDICTIONAL-SPECIF	IC REQUIREME	NTS DATA					
	ruction Documents							
13.1								
13.2								
13.3								
13.4								
13.5								
13.6								
13.7								
13.8								
13.9								
13.10								

^{*} Building official may waive submission of plans. Contact jurisdiction for more information.