



# Commercial Plan Review Submittal Checklist

City of Tualatin  
18880 SW Martinazzi Ave, Tualatin, OR 97062  
(503) 691-3044, Fax: (503) 692-0147  
www.tualatinoregon.gov

## DEPARTMENT USE ONLY

Date Received: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Received By: \_\_\_\_\_

### JOB INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### OWNER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### ARCHITECT / ENGINEER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### APPLICANT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### REVIEW INFORMATION

Declaration of value: \$ \_\_\_\_\_

Building sq. ft.: \_\_\_\_\_

Review fee: \$ \_\_\_\_\_

Building use (be specific): \_\_\_\_\_

Check type of review:  Fire and life safety  Structural  Mechanical  Sprinkler  Alarm

### MINIMAL PLAN REQUIREMENTS CHECKLIST

Three sets of plans and the following items are required for review:

- | Initials  | Date  |   |
|-----------|-------|---|
| 1. _____  | _____ | <b>Site plan:</b> changes of occupancy, additions, alterations, and new construction  |
| 2. _____  | _____ | <b>Floor/roof plans:</b> including dimensions, windows, and doors   |
| 3. _____  | _____ | <b>Floor/roof framing:</b> framing member size, joist, beam, and column   |
| 4. _____  | _____ | <b>Foundation plan:</b> wall dimensions and footings — for complete review  |
| 5. _____  | _____ | <b>Building elevations:</b> minimum two views   |
| 6. _____  | _____ | <b>Building cross-sections:</b> structural members, roof and wall sheathing   |
| 7. _____  | _____ | <b>Structural calculations:</b> new or change of occupancy  |
| 8. _____  | _____ | <b>Electrical:</b> exits, fire alarms, and fire and life safety equipment   |
| 9. _____  | _____ | <b>Energy documentation:</b> If building is heated or cooled, submit on Oregon Energy Code guideline forms.<br><b>Residential</b> (motels, SR, apartments): identify path _____ |
| 10. _____ | _____ | <b>Complete specifications:</b> quality and type of all construction materials, and methods of construction   |
| 11. _____ | _____ | <b>Architect/engineer stamp:</b> over 4,000 sq. ft. or 20' height — Architect law-ORS 671.030, Engineer law-ORS 672.020   |
| 12. _____ | _____ | <b>Mechanical plans:</b> equipment location, size, type, and layout — fan capacity, etc.  |
| 13. _____ | _____ | <b>Disabled access:</b> indicate compliance measures  |
| 14. _____ | _____ | <b>Minimum scale:</b> 1/8" - <b>minimum paper size:</b> 8 1/2" X 11" on all plans   |

#### Other agency clearances:

15. \_\_\_\_\_ Department of Environmental Quality or local sanitary authority and/or Clean Water Services
16. \_\_\_\_\_ Local planning department: zoning, special land use.
17. \_\_\_\_\_ Local engineering and public works departments. Building is in flood plain?  Yes  No

APPLICANT: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature