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DEPARTMENT USE ONLY							
Scheduled	Date:	Time:	Reviewer:				
Intake	Date:	Time:	By:				
Permit Number (When Assigned):							
Architectural I	Review Number (If A	Applicable):					

COMMERCIAL - PHAS	ED	PROJECT	WA	IRIX	
PROJECT IN	NFOR	RMATION			
Project name:				Date:	
Project address:	City	:	State		ZIP:
Scope of work:					
Reference no.:		Map and tax-lot n	0.:		
Contact person name:		Company:			
Phone:		Cellular:			
Fax:		E-mail:			
NOTES AND I	INST	RUCTIONS			
 The purpose of this matrix is to help an applicant plan for project. A pre-submittal conference may be required by the desired phasing. Plan review will not take place until a phase. This matrix can be used for all commercial construction pland tenant improvements (TIs). In unique circumstances building official. For complex projects, applicants should use the "location the plans or the specification book. It is not necessary to duplicate submittal information, if it A box with an X indicates that the information is typical A required item may be deferred for later submittal when may be deferred for later submittal when may be information in the plans examiner is reques may "P" means "provided" or the plans examiner is reques may "NA" means "not applicable" to your project. Building, mechanical, electrical, and plumbing permits may construction work will not begin before issuance of approper in the owner assumes risks associated with phased permits. 	he jure a comproject, adding spanning to approsting to appropriate arged	isdiction or request plete package is a sts, including new of tional phases may be to note the item quested in multiple equired for plan revoved by the local is that you provide it. I issued together of according to the side permits, nor will on provided. Design	sted by submonstructions of the construction o	or the application, add considered version and properties. The phase of the phase o	cant to discuss the he requested litions, alterations, when approved by a page number from e requested. the phase. It is given the approved phase. It is approved phase. It is approved phase. The approved phase are acceptable
PRE-SUBMITT	ΓAL	PROCESS			
An applicant may request a pre-submittal meeting with representations of the meeting may take place during the conceptual, schemat completed plans.					
INDEX OF CHEC					
1. General project	8. 9. 10. 11. 12.	Plumbing Electrical Fire Suppression Fire Detection an Re-Roof Installati	d Aları	n	ermits

3.7

Wall type sections and details

Site Build **Excavation** Foundation/ Structural utilities & & shoring slab frame out/TI grading SECTION 1 — GENERAL PROJECT DATA **Construction Documents** 1.1 \boxtimes \boxtimes X M \boxtimes \boxtimes Number of sets of plans Required \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes 1.2 Cover sheet title block Required \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes 1.3 Cover sheet vicinity map Required M M \boxtimes X \boxtimes 1.4 Required \boxtimes Cover sheet plan index \boxtimes \boxtimes ☐ P ☐ NA \boxtimes \boxtimes 1.5 Code summary X \boxtimes \boxtimes ☐ P ☐ NA П П П 1.6 Deferred submittal summary \boxtimes \boxtimes \boxtimes 1.7 ☐ P ☐ NA \boxtimes \boxtimes \boxtimes Professional stamp and signature ☐ P ☐ NA П П П \boxtimes \boxtimes 1.8 Fire-and-life-safety plan П П \boxtimes \bowtie П П П 1.9 \square P \square NA Landscape plan \boxtimes \boxtimes 1.10 Landscape specifications ☐ P ☐ NA П П П П **Supporting Documents** \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes 1.20 Land use or planning actions ☐ P ☐ NA \bowtie \bowtie X \boxtimes 1.21 Required fire-flow calculations ☐ P ☐ NA П \boxtimes \boxtimes \boxtimes \boxtimes 1.22 Fire hydrant flow-test report ☐ P ☐ NA 1.23 Fire department or fire district ☐ P ☐ NA \boxtimes \boxtimes \boxtimes building survey report \boxtimes 1.24 Material safety data sheets (MSDS) ☐ P ☐ NA SECTION 2 — CIVIL DATA **Construction Documents** \boxtimes 2.1 \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes Site plan Required \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes 2.2 Site utility plan Required 2.3 Required \boxtimes \boxtimes Grading plan X \boxtimes M 2.4 M \boxtimes \boxtimes Erosion control plan Required X X M \boxtimes \boxtimes \square P \square NA 2.5 Utility vault location and details **Supporting Documents** 2.20 ☐ P ☐ NA \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes Geotechnical/soil engineer report 2.21 Storm water calculations ☐ P ☐ NA \boxtimes \boxtimes \boxtimes \boxtimes \boxtimes 2.22 Site retaining wall structural ☐ P ☐ NA П M M M \boxtimes \boxtimes calculations \boxtimes 2.23 Assurance of compliance with \square P \square NA П П П environmental rules SECTION 3 — ARCHITECTURAL DATA **Construction Documents** \boxtimes \boxtimes 3.1 Floor plans Required \boxtimes 3.2 П П П \boxtimes Transverse and longitudinal cross Required sections OSSC Chapter 11 accessibility П П \boxtimes 3.3 Required requirements 3.4 ☐ P ☐ NA \boxtimes \boxtimes Interior elevations \boxtimes \boxtimes \boxtimes \boxtimes 3.5 Exterior elevations \square P \square NA П П П П \boxtimes \boxtimes 3.6 ☐ P ☐ NA П Roof plan

☐ P ☐ NA

 \boxtimes

 \boxtimes

Shell

			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						
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					\boxtimes	\boxtimes
3.21	Material safety data sheets (MSDS)	□ P □ NA					\boxtimes	\boxtimes
3.22	Hazardous materials inventory schedule (HMIS)	□ P □ NA					\boxtimes	\boxtimes
3.23	Hazardous materials management plan (HMMP)	□ P □ NA					\boxtimes	\boxtimes
3.24	Written fire-and-life-safety evacuation plan for area of rescue assistance	□ P □ NA						\boxtimes
3.25	Active and passive smoke-control information	□ P □ NA					\boxtimes	
SECT	ION 4 — STRUCTURAL DATA							
Const	ruction Documents							
4.1	Structural cover sheet	Required						\boxtimes
4.2	Foundation plan and details	☐ P ☐ NA			\boxtimes		\boxtimes	\boxtimes
4.3	Under-slab mechanical plan	☐ P ☐ NA			\boxtimes		\boxtimes	\boxtimes
4.4	Under-slab electrical plan	☐ P ☐ NA			\boxtimes		\boxtimes	\boxtimes
4.5	Under-slab plumbing plan	☐ P ☐ NA			\boxtimes		\boxtimes	\boxtimes
4.6	Floor framing plan	☐ P ☐ NA					\boxtimes	\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					\boxtimes	\boxtimes
4.10	Standpipe information	☐ P ☐ NA			\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	\boxtimes	\boxtimes
4.21	Site-specific seismic hazard report	□ P □ NA		\boxtimes	\boxtimes	\boxtimes	\boxtimes	\boxtimes
4.22	Design narrative	□ P □ NA	\boxtimes		\boxtimes	\boxtimes	\boxtimes	\boxtimes
4.23	Structural calculations	□ P □ NA			\boxtimes	\boxtimes	\boxtimes	\boxtimes
SECT	ION 5 — MECHANICAL: NEW	CONSTRUCTIO	N DATA					
Const	ruction Documents							
5.1	Floor plan	Required					\boxtimes	\boxtimes
5.2	Equipment schedule	Required					\boxtimes	\boxtimes
5.3	Site plan	☐ P ☐ NA					\boxtimes	\boxtimes

РПАЗ	SED PROJECT MATRIX		Excavation & shoring	Site utilities & grading	Foundation/ slab	Structural frame	Shell	Build out/TI
5.4	Under-slab mechanical plan	☐ P ☐ NA				\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	\boxtimes
5.15	Type I and/or II kitchen hood plan (see Mechanical Data 7.0)	□ P □ NA						
5.16	Fume/vapor hood plan	☐ P ☐ NA					\boxtimes	\boxtimes
5.17	Process piping/product and/or exhaust-conveying duct plan	□ P □ NA						
5.18	Fire-rated construction details	☐ P ☐ NA					\boxtimes	\boxtimes
5.19	Equipment hanger/fastener details	☐ P ☐ NA					\boxtimes	\boxtimes
Suppo	orting 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						
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	\boxtimes
5.26	Fuel-gas-piping sizing calculations	☐ P ☐ NA					\boxtimes	\boxtimes
5.27	Make-up air calculations	☐ P ☐ NA					\boxtimes	\boxtimes
5.28	Energy-code-compliance forms	☐ P ☐ NA					\boxtimes	\boxtimes
5.29	Boiler information	☐ P ☐ NA					\boxtimes	\boxtimes
SECT	ION 6 — MECHANICAL: REPLA	CEMENT ROOI	FTOP EQUIPI	MENT INST	ALLATION P	ERMITS DA	ATA	
Const	ruction Documents							
6.1	Roof plan	Required						\boxtimes
6.2	Roof framing plan	☐ P ☐ NA						\boxtimes
6.3	Fuel gas-piping plan	☐ P ☐ NA						\boxtimes
6.4	Roof access details	□ P □ NA						\boxtimes
Suppo	orting Documents							
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						\boxtimes
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						\boxtimes
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	rting Documents							
7.20	Structural calculations for vertical loads	Required						
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						
7.24	Hood/grease extractor listing documentation	□ P □ NA						
7.25	Hood/grease duct sizing calculations	□ P □ NA						
7.26	Fire-suppression information	□ P □ NA						\boxtimes
	ON 8 — PLUMBING DATA							
	ruction Documents							
8.1	Floor plan(s)	Required					\boxtimes	\boxtimes
8.2	Piping and material schedule	Required						\boxtimes
8.3	Equipment layout plan	Required					\boxtimes	\boxtimes
8.4	Fixture schedule	Required					\boxtimes	\boxtimes
8.5	Site utility plan	☐ P ☐ NA			\boxtimes	\boxtimes	\boxtimes	\boxtimes
8.6	Building cross section	☐ P ☐ NA						\boxtimes
8.7	Riser diagram	□ P □ NA					\boxtimes	\boxtimes
8.8	Roof plan	□ P □ NA					\boxtimes	\boxtimes
8.9	Backflow-prevention location	□ P □ NA						\boxtimes
8.10	Irrigation plan	□ P □ NA					\boxtimes	\boxtimes
8.11	Fire-rated construction details	☐ P ☐ NA					\boxtimes	\boxtimes
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	rting 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	\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	
SECTI	ON 9 — ELECTRICAL DATA							
Constr	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	
9.4	Feeder riser diagram	Required					\boxtimes	\boxtimes
9.5	Available fault current information	Required					\boxtimes	\boxtimes
9.6	Panel schedule(s)	Required					\boxtimes	
9.7	Site electrical plan	☐ P ☐ NA		\boxtimes		\boxtimes	\boxtimes	\boxtimes
9.8	Fire-rated-construction details	☐ P ☐ NA					\boxtimes	\boxtimes
9.9	Lighting plan	☐ P ☐ NA					\boxtimes	
9.10	Emergency power system and emergency lighting plan	□ P □ NA						
9.11	Under-slab electrical plan	☐ P ☐ NA					\boxtimes	\boxtimes
Suppo	rting 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	\boxtimes
9.23	Emergency power system specifications	□ P □ NA						
9.24	Feeder riser information	☐ P ☐ NA						\boxtimes
9.25	Lighting equipment catalogue "cut sheets" or specifications	□ P □ NA			\boxtimes			

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

SECTION	ON 10 — FIRE SUPPRESSION DA	TA					
Constr	uction Documents						
10.1	Floor plan(s)	Required				\boxtimes	\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	\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
Suppo	rting Documents						
10.20	Structural calculations for vertical loads	Required					
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	\boxtimes
10.24	Specialty fire-suppression-system information	□ P □ NA					
SECTION	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	
11.4	Transverse and longitudinal cross section(s)	□ P □ NA					
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
Suppo	rting Documents						
11.20	Structural calculations for vertical loads	Required					
11.21	Structural calculations for lateral loads, for equipment weighing more than 400 lbs.	Required					
11.22	Equipment manufacturer's catalogue "cut sheets"	Required					
11.23	Installer certification information	Required				\boxtimes	\boxtimes
11.24	Battery calculations	☐ P ☐ NA				\boxtimes	\boxtimes

	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
SECTIO	ON 12 — RE-ROOF INSTALLATION	I DATA						
Constru	uction 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						
Suppor	ting 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						
SECTIO	ON 13 — JURISDICTIONAL-SPECIF	IC REQUIREME	NTS DATA					
Constru	uction 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.