



Are your plans complete?

Use the checklist below to determine if you are ready to submit your plans

Site Plan

<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Property address
<input type="checkbox"/>	Property lines
<input type="checkbox"/>	Footprint of structure with dimension to property lines and other structures
<input type="checkbox"/>	Label all exterior built features (landings, walkways, stairs, ramps, etc)
<input type="checkbox"/>	Building finished floor and finished grade elevations
<input type="checkbox"/>	Street names
<input type="checkbox"/>	Easement types and locations
<input type="checkbox"/>	Parking layout
<input type="checkbox"/>	Accessible parking spaces, aisles, route to building

Building Code Plan Sheet or Information

(minimum information required – more information with additional data is helpful)

<input type="checkbox"/>	Means of egress system description and code requirements (exit access, exit, exit discharge, exit distance, travel distance, common path of travel, exit separation, etc.), including path of egress to the public right of way
<input type="checkbox"/>	Means of egress illumination with emergency power system provided
<input type="checkbox"/>	Exit sign location(s)
<input type="checkbox"/>	Plumbing fixtures <ul style="list-style-type: none">• Required number of fixtures• Proposed number of fixtures

Architectural Drawings

Floor Plans

<input type="checkbox"/>	Drawings to scale, fully dimensioned and labeled
<input type="checkbox"/>	Reference call outs for sections and details
<input type="checkbox"/>	Clearly differentiating existing walls from proposed walls and walls to be removed
<input type="checkbox"/>	Architectural features clearly shown and labeled – doors with swing direction, windows, stairs, etc.
<input type="checkbox"/>	Fixture and furniture layout as required for exiting purposes
<input type="checkbox"/>	Maneuvering clearances at doors, fixtures, and equipment
<input type="checkbox"/>	Structural framing plans and details Foundation and footings Floor framing for each floor Roof framing

Exterior Building Elevations

<input type="checkbox"/>	Finish materials
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<input type="checkbox"/>	Wall opening locations. Calculate the maximum allowable openings per story based on fire separation distance
<input type="checkbox"/>	Building height from grade plane dimensioned
<input type="checkbox"/>	Floor to floor height dimensioned on multi-story buildings
<input type="checkbox"/>	Finish grade location
Roof Plan	
<input type="checkbox"/>	Roof slope (direction and pitch)
<input type="checkbox"/>	Roof drains
<input type="checkbox"/>	Roof material
<input type="checkbox"/>	Roof access, specifications, and details
<input type="checkbox"/>	Rooftop equipment with weights and attachment details
Building Section	
<input type="checkbox"/>	Floor to floor height (including mezzanines) dimensioned on multi-story buildings
<input type="checkbox"/>	Insulation locations noted
<input type="checkbox"/>	Fire-rated assembly locations noted
<input type="checkbox"/>	Sound transmission assembly locations noted
Door Schedule	
<input type="checkbox"/>	Size
<input type="checkbox"/>	Type/operation
<input type="checkbox"/>	Fire rating
<input type="checkbox"/>	Glazing
<input type="checkbox"/>	Door hardware and door hardware schedule
Window Schedule	
<input type="checkbox"/>	Size
<input type="checkbox"/>	Type/operation
<input type="checkbox"/>	Fire rating
<input type="checkbox"/>	Safety glazing
Details	
<input type="checkbox"/>	Fire rated assembly details with approved tested assembly number
<input type="checkbox"/>	Sound transmission details with approved tested assembly number
<input type="checkbox"/>	Sill and head details at fire rated walls
<input type="checkbox"/>	Waterproofing details
<input type="checkbox"/>	Stair construction details Dimensions of rise, run, and width of stairway Connection details (handrail connection, guardrail connections, connections at top and bottom of stair) Handrail locations with proper extensions and returns Guard location where required with design meeting opening limitation requirements