



MINIMUM REQUIREMENTS FOR PLAN SUBMITTAL

**Plans shall be prepared and sealed by the
Registered Architect and Engineer of Record**

Coversheet:

1. _____ Project identification.
2. _____ Project address and location map.
3. _____ All design professionals identified.
4. _____ The principal design professional (the professional responsible for project coordination) shall be identified. All communications should be directed through this person.
5. Design Criteria Key
 - a. _____ Occupancy group(s)
 - b. _____ Type of construction (as defined by building code)
 - c. _____ Location of property
 - d. _____ Seismic zone
 - e. _____ Square footage and allowable area
 - f. _____ Fire sprinklers required from code
 - g. _____ Fire sprinklers as substitution or increase in height, area, or fire resistance
 - h. _____ Occupant load
 - i. _____ Zoning, Conditional Use Permit, Planned Development, Parking Calculations and Miscellaneous Zoning Calculations

Site Plan

1. _____ Structure under consideration, including fences, ponds, berms, kiosks, sidewalks, antenna, sheds, garages, etc.
2. _____ Existing buildings and other structures, including fences, ponds, berms, kiosks, sidewalks, antenna, sheds, garages, etc.
3. _____ Property lines with distances to streets, easements, setbacks and building location
4. _____ Streets, easements and setbacks
5. _____ Water, sewer, electrical distribution lines/mains
6. _____ Identify new/existing parking, paved/non-paved and parking lot lighting
7. _____ North Arrow

8. _____ Scale of drawings, must be to a normally used and accepted scale
9. _____ Curb cut information, driveway location(s) and size(s)
10. _____ Existing and proposed contours
11. _____ Public Works additional requirements
12. _____ Benchmarks location and elevation
13. _____ Signs
14. _____ Parking Lot size, material, lighting, access and maneuvering lanes

Floor Plan (must be drawn to scale, preferably 1/4" or 1/2")

1. _____ All floors, including basement
2. _____ All rooms, current or proposed use of each, room dimensions and room names or numbers
3. _____ Location of structural and fire resistive elements and openings
4. _____ Doors and windows: location, size, swing, hardware, schedules
5. _____ Fire assemblies and separations
6. _____ Identify new and existing walls; call out construction of new walls
7. _____ Occupancy Classification and Division
8. _____ Construction Type
9. _____ Type of system if building has a fire sprinkler

Exterior Elevations

1. _____ Show all views
2. _____ Vertical dimensions
3. _____ Identify all openings and wall coverings
4. _____ Show lateral bracing location and method

Building Sections and Wall Sections

1. _____ Show construction materials
2. _____ Indicate fire-resistance rated assemblies and UL or other designation
3. _____ Dimensions and measurements
4. _____ Schedules (Door, window, room, hardware, finish, other)
5. _____ Fire-stopping methods
6. _____ Necessary sections to clarify drawings

STRUCTRUAL SYSTEMS (Wood, Steel, Concrete, Other)

Foundation Plan

1. _____ All footings and foundations
2. _____ Size, location, thickness, materials, strengths, reinforcing
3. _____ Imbedded anchors

Framing Plans

All floor, roof, ceiling and wall repetitive structural members (wood or steel)

1. _____ Location, material, size, spacing, grade and species
2. _____ Methods of attachment

Beams, Girders and Columns

1. _____ Location, material, size, spacing, grade, species, strength
2. _____ Methods of connection

Kitchen Layout

1. _____ Layout plans
2. _____ Equipment Schedule
3. _____ Fixture Schedules

Mechanical System

1. _____ Layout plans
2. _____ Risers
3. _____ Equipment
4. _____ Schedules

Plumbing System

1. _____ Layout plans
2. _____ Risers
3. _____ Equipment, Fixtures
4. _____ Schedules

Electrical System

1. ___ Layout plans
2. ___ Equipment
3. ___ Schedules

Calculations

1. ___ Structural
2. ___ Mechanical
3. ___ Electrical
4. ___ Civil
5. ___ Architectural

Process System (manufacturing applications) Diagrams

1. ___ Plans or Diagrams

Specifications

1. ___ Specifications Book