

SITE AND COMMERCIAL PLAN REQUIREMENTS

1. BASIC PLAN REQUIREMENTS

- Three sets of building plans, 4th sets if building has a sprinkler or standpipe system.
- Title block on each plan page (authors name, address, project name and address, scale, and date).
- Sufficient quality for reproduction (legible seals of design professionals).

2. SITE PLAN REQUIREMENTS

- Three (3) copies of site plans.
- Property lines and dimensions.
- Street and driveway connections (width).
- Easements and right-of-ways.
- Locate existing and proposed structures (setback dimensions).
- Parking layout (parking space layout and handicapped parking designated).
- Handicapped curb cuts and ramps.
- Identify screening (type and location).
- Location of signs.
- North arrow, plan scale, vicinity map.
- Utility site plan.

3. BUILDING PLAN REQUIREMENTS

(Complete dimensions required)

- Footing details and foundation plans.
- Floor, wall, and roof details (UL design number, fire stopping).
- Elevation drawings (ramps with slopes).
- Floor plan (exits/partitions/door schedule with ratings) & seating layout.
- Restroom (identify handicapped accessibility).
- Stair details.
- Building Cross-sections.
- Interior finish (flame spread ratings).
- Insulation.
- Glass type and locations.
- Attic and crawl space ventilation.
- Gross and net area per floor.
- Sprinkler plans.

4. ELECTRICAL PLAN REQUIREMENTS

- Service equipment (size, type and location) Riser diagrams
- Grounding systems
- Over-current and ground-fault protection
- Load calculations
- Motors and disconnects
- Signs
- Emergency and egress systems
- Fire alarm systems
- Lighting and power layout

5. PLUMBING PLAN REQUIREMENTS

- Fixtures (type and location)
- Drainage, waste and vent system diagrams (pipe sizes)
- Clean-outs
- Water distribution diagram (pipe sizes).
- Back-flow prevents (water and sewer).
- Gas distribution diagrams (material and size).
- Water heater location.
- Leaders and storm drains.
- Connections to city water and sewer/private well and septic tank.
- Grease, oil or sand interceptors (size and location).

6. MECHANICAL PLAN REQUIREMENTS

- Equipment (type, size, locations)
- Fuel vent and chimney (material, size, location)
- Combustion air source (size, and location)
- Ducts (size, location, insulation)
- Typical drawings of return air plenum
- Smoke detection for return air
- Fire dampers
- Kitchen hood (size, location, material)
- Refrigerant storage
- Refrigerant line (location)
- Gas piping detail (materials and size)
- Roof top equipment detail (accessibility for two story and over)
- BTU's/Tons of equipment

7. LANDSCAPE PLAN REQUIREMENTS

- Vehicle parking, display and storage areas (location, dimensions, square footage, striping for parking spaces).
- Utility service areas and overhead utility lines.
- Existing and proposed landscaping used to satisfy ordinance requirements (number, species, location and height of tree/shrubs/ground cover).
- Planting areas and street yards (location and dimensions).
- Earthen berms (location and size).
- Fences walls, and wall planters (material and size).
- Existing trees to be preserved for credit (number, species, location, height, and diameter).
- Protective barriers for existing tree during construction (material and location).