



Tri-County Commercial Application Checklist



Department of Consumer & Business Services
 Building Codes Division • Tri-County Service Center
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www.ci.canby.or.us/Department/building
www.oregonbcd.org

PROJECT INFORMATION

Project name:		Date:	
Address:	City:	State:	ZIP:
Scope of work:			
Reference no.:	Map and tax-lot no.:		
Contact person name:	Company:		
Phone:	Fax:		
Cellular phone:	E-mail:		

PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

SECTION 1.0 — GENERAL PROJECT DATA

- | | | | |
|------|-------------------------------------|-------------------------------|---|
| 1.1 | <input checked="" type="checkbox"/> | Required | No. of sets of plans: _____ |
| 1.2 | <input checked="" type="checkbox"/> | Required | Cover sheet plan index |
| 1.3 | <input checked="" type="checkbox"/> | Required | Code summary |
| 1.4 | <input checked="" type="checkbox"/> | Required | Site plan |
| 1.5 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Deferred submittal summary |
| 1.6 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Professional stamp and signature |
| 1.7 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire and life-safety plan |
| 1.8 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Hazardous materials inventory |
| 1.9 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Material safety data sheets (MSDS) |
| 1.10 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Energy code compliance forms and calculations |

SECTION 2.0 — CIVIL DATA

- | | | | |
|-----|-------------------------------------|-------------------------------|--|
| 2.1 | <input checked="" type="checkbox"/> | Required | Site utility plan |
| 2.2 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Grading plan |
| 2.3 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Erosion-control plan |
| 2.4 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Utility-vault location and details |
| 2.5 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Utility maintenance agreements |
| 2.6 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Geotechnical/soil engineer report |
| 2.7 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Storm-water calculations |
| 2.8 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Site retaining-wall structural calculations |
| 2.9 | <input type="checkbox"/> | P <input type="checkbox"/> NA | "Assurance of Compliance" with environmental rules |

SECTION 3.0 — ARCHITECTURAL DATA

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|------|-------------------------------------|-------------------------------|---|
| 3.1 | <input checked="" type="checkbox"/> | Required | Floor plan(s) |
| 3.2 | <input checked="" type="checkbox"/> | Required | OSSC Chapter 11 accessibility requirements |
| 3.3 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Interior elevations |
| 3.4 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Exterior elevations |
| 3.5 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Roof plans |
| 3.6 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Exterior wall sections and details |
| 3.7 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Reflected ceiling plan(s) |
| 3.8 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire-rated construction penetration details |
| 3.9 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Door schedule |
| 3.10 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Glazing schedule |
| 3.11 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Furniture plan |

SECTION 4.0 — STRUCTURAL DATA

4.1	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Foundation plan
4.2	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Floor framing plans
4.3	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Roof framing plan
4.4	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Structural elevations
4.5	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Structural details and cross sections
4.6	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Special inspector/structural observation matrix
4.7	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Structural calculations
4.8	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Standpipe information
4.9	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Site-specific seismic hazard report
4.10	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Design narrative
4.11	<input checked="" type="checkbox"/>	Required			Structural calculations for vertical and lateral loads for equipment weighing over 400 pounds

SECTION 5.0 — MECHANICAL DATA

5.1	<input checked="" type="checkbox"/>	Required			Mechanical floor plan(s) and equipment layout
5.2	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Fuel gas piping plan
5.3	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Roof access details
5.4	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Duct smoke detector plans
5.5	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Fire/smoke damper locations
5.6	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Smoke control plan
5.7	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Outside air (OSA) table
5.8	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Refrigeration equipment and piping plan
5.9	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Kitchen equipment plan
5.10	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Type I and/or Type II kitchen hood plan
5.11	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Fume/vapor hood plan
5.12	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Hood elevations
5.13	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Hood/grease extractor listing documentation
5.14	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Hood/grease duct sizing calculations
5.15	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Cross sections through hoods, ducts and shafts
5.16	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Process piping/product and/or exhaust-conveying duct plan
5.17	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Fire-rated construction penetration details
5.18	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Equipment hanger/fastener details
5.19	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Equipment manufacturers' catalog "cut sheets" and specifications
5.20	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Outside air (OSA) calculations
5.21	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Smoke-control calculations
5.22	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Combustion air calculations
5.23	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Fuel gas piping sizing calculations
5.24	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Make-up air calculations
5.25	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Boiler information

SECTION 6.0 — PLUMBING DATA

6.1	<input checked="" type="checkbox"/>	Required			Plumbing floor plan(s) and equipment layout
6.2	<input checked="" type="checkbox"/>	Required			Piping and material schedule
6.3	<input checked="" type="checkbox"/>	Required			Fixture schedule
6.4	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Rise diagram
6.5	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Back flow prevention location
6.6	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Irrigation plan
6.7	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Fire-rated construction penetration details
6.8	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Under-slab plumbing plan
6.9	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Equipment manufacturers' catalog "cut sheets" and specifications
6.10	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Water supply calculations
6.11	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Sanitary system calculations
6.12	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Irrigation demand calculations
6.13	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Roof drain and storm water calculations

SECTION 7.0 — ELECTRICAL DATA

7.1	<input checked="" type="checkbox"/>	Required			Electrical floor plan(s)
7.2	<input checked="" type="checkbox"/>	Required			Electrical load calculations
7.3	<input checked="" type="checkbox"/>	Required			One line diagram
7.4	<input checked="" type="checkbox"/>	Required			Feeder riser diagram
7.5	<input checked="" type="checkbox"/>	Required			Available fault current information
7.6	<input checked="" type="checkbox"/>	Required			Panel schedule(s)
7.7	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Fire-rated construction penetration details
7.8	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Lighting plan
7.9	<input type="checkbox"/>	P	<input type="checkbox"/>	NA	Emergency power system and emergency lighting plan

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|------|--------------------------|---|--------------------------|----|--|
| 7.10 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Under-slab electrical plan |
| 7.11 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Emergency power system specifications |
| 7.12 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Feeder riser information |
| 7.13 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Lighting equipment manufacturers' catalog "cut sheet" and specifications |

SECTION 8.0 — FIRE SUPPRESSION DATA

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|------|-------------------------------------|---|--------------------------|----|---|
| 8.1 | <input checked="" type="checkbox"/> | | | | Required Sprinkler piping layout plan(s) |
| 8.2 | <input checked="" type="checkbox"/> | | | | Required Transverse and longitudinal cross sections |
| 8.3 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Standpipe information |
| 8.4 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Back flow prevention information |
| 8.5 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Fire-rated construction penetration details |
| 8.6 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Specialty fire suppression system plans and system list |
| 8.7 | <input checked="" type="checkbox"/> | | | | Required Equipment manufacturers' catalog "cut sheets" |
| 8.8 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Hydraulic calculations |
| 8.9 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Specialty fire suppression system information |
| 8.10 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Required fire-flow calculations |
| 8.11 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Fire hydrant flow-test report |
| 8.12 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Fire department or fire district building survey report |

SECTION 9.0 — FIRE DETECTION AND ALARM DATA

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|------|-------------------------------------|---|--------------------------|----|--|
| 9.1 | <input checked="" type="checkbox"/> | | | | Required Floor and alarm layout plan(s) |
| 9.2 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Wiring schematic |
| 9.3 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Elevator recall information |
| 9.4 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Operational matrix |
| 9.5 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Fire-rated construction penetration details |
| 9.6 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Standard electrical notes |
| 9.7 | <input checked="" type="checkbox"/> | | | | Required Equipment manufacturers' catalog "cut sheets" and specifications |
| 9.8 | <input checked="" type="checkbox"/> | | | | Required Installer certification information |
| 9.9 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Battery calculations |
| 9.10 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Emergency power system specifications |
| 9.11 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Monitoring station information |
| 9.12 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | Voltage drop calculations |

SECTION 10.0 — JURISDICTIONAL: SPECIFIC REQUIREMENTS

- | | | | | | |
|------|--------------------------|---|--------------------------|----|---|
| 10.1 | <input type="checkbox"/> | P | <input type="checkbox"/> | NA | <input type="checkbox"/> Required _____ |
|------|--------------------------|---|--------------------------|----|---|