



Tri-County Commercial Application Checklist

Department of Consumer & Business Services

Building Codes Division • Tri-County Service Center

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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:		

NOTES AND INSTRUCTIONS

- The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted.
- This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements.
- For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book.
- It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.
- In the checklist, “Required” means that the applicant must provide this information for plan review.
- In the checklist, “P” means —
 - *if checked by the applicant* — the information is provided for the plan review.
 - *if checked by the plans reviewer* — this information is required for the plan review.
- In the checklist, “NA” means that the information does not apply.
- Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted.

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.

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This checklist is for building department jurisdictions in Clackamas, Multnomah, and Washington counties.

SECTION 1.0 — GENERAL PROJECT DATA

Construction documents

Location (sheet number or spec section)

- 1.1 Required No. of sets of plans: _____
- 1.2 Required Cover sheet title block.....
- 1.3 Required Cover sheet vicinity map.....
- 1.4 Required Cover sheet plan index.....
- 1.5 P NA Code summary.....
- 1.6 P NA Deferred submittal summary.....
- 1.7 P NA Professional stamp and signature.....
- 1.8 P NA Fire and life-safety plan.....
- 1.9 P NA Landscape plan.....
- 1.10 P NA Landscape specifications.....

Supporting documents

Notes

- 1.20 P NA Land-use or planning actions.....
- 1.21 P NA Required fire-flow calculations.....
- 1.22 P NA Fire-hydrant flow-test report.....
- 1.23 P NA Fire department or fire district building survey report.....
- 1.24 P NA Material safety data sheets (MSDS).....

SECTION 2.0 — CIVIL DATA

Construction documents

Location (sheet number or spec section)

- 2.1 Required Site plan
- 2.2 Required Site utility plan.....
- 2.3 Required Grading plan.....
- 2.4 Required Erosion-control plan.....
- 2.5 P NA Utility-vault location and details.....

Supporting documents

Notes

- 2.20 P NA Geotechnical/soil engineer report.....
- 2.21 P NA Storm-water calculations.....
- 2.22 P NA Site retaining-wall structural calculations.....
- 2.23 P NA "Assurance of Compliance" with environmental rules....

SECTION 3.0 — ARCHITECTURAL DATA

Construction documents

Location (sheet number or spec section)

- | | | | | |
|------|-------------------------------------|-------------------------------|---|-------|
| 3.1 | <input checked="" type="checkbox"/> | Required | Floor plan(s) | _____ |
| 3.2 | <input checked="" type="checkbox"/> | Required | Transverse and longitudinal cross sections | _____ |
| 3.3 | <input checked="" type="checkbox"/> | Required | OSSC Chapter 11 accessibility requirements..... | _____ |
| 3.4 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Interior elevations..... | _____ |
| 3.5 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Exterior elevations..... | _____ |
| 3.6 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Roof plans..... | _____ |
| 3.7 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Exterior wall sections and details..... | _____ |
| 3.8 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Reflected ceiling plan(s)..... | _____ |
| 3.9 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire-rated construction details | _____ |
| 3.10 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Energy code compliant construction details and specifications | _____ |
| 3.11 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Door schedule..... | _____ |
| 3.12 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Glazing schedule | _____ |
| 3.13 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Furniture plan | _____ |

Supporting documents

Notes

- | | | | | |
|------|--------------------------|-------------------------------|--|-------|
| 3.20 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Energy code compliance forms/calculations..... | _____ |
| 3.21 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Material safety data sheets (MSDS)..... | _____ |
| 3.22 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Hazardous materials inventory statement (HMIS)..... | _____ |
| 3.23 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Hazardous materials management plan (HMMP)..... | _____ |
| 3.24 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Written fire and life-safety evacuation plan for area of rescue assistance | _____ |
| 3.25 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Active and passive smoke-control information..... | _____ |

SECTION 4.0 — STRUCTURAL DATA

Construction documents			<i>Location (sheet number or spec section)</i>
4.1	<input checked="" type="checkbox"/>	Required	Structural cover sheet _____
4.2	<input type="checkbox"/>	P <input type="checkbox"/> NA	Foundation plan _____
4.3	<input type="checkbox"/>	P <input type="checkbox"/> NA	Under-slab mechanical plan _____
4.4	<input type="checkbox"/>	P <input type="checkbox"/> NA	Under-slab electrical plan _____
4.5	<input type="checkbox"/>	P <input type="checkbox"/> NA	Under-slab plumbing plan _____
4.6	<input type="checkbox"/>	P <input type="checkbox"/> NA	Floor framing plan _____
4.7	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof framing plan _____
4.8	<input type="checkbox"/>	P <input type="checkbox"/> NA	Structural elevations _____
4.9	<input type="checkbox"/>	P <input type="checkbox"/> NA	Structural details and cross sections _____
4.10	<input type="checkbox"/>	P <input type="checkbox"/> NA	Standpipe information _____
4.11	<input type="checkbox"/>	P <input type="checkbox"/> NA	Special inspector/structural observation matrix _____
Supporting documents			<i>Notes</i>
4.20	<input type="checkbox"/>	P <input type="checkbox"/> NA	Geotechnical/soil engineer report _____
4.21	<input type="checkbox"/>	P <input type="checkbox"/> NA	Site-specific seismic hazard report _____
4.22	<input type="checkbox"/>	P <input type="checkbox"/> NA	Design narrative _____
4.23	<input type="checkbox"/>	P <input type="checkbox"/> NA	Structural calculations _____

SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

Construction documents			<i>Location (sheet number or spec section)</i>
5.1	<input checked="" type="checkbox"/>	Required	Floor plan _____
5.2	<input checked="" type="checkbox"/>	Required	Equipment schedule _____
5.3	<input type="checkbox"/>	P <input type="checkbox"/> NA	Site plan _____
5.4	<input type="checkbox"/>	P <input type="checkbox"/> NA	Under-slab mechanical plan _____
5.5	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof plan _____
5.6	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fuel gas piping plan _____
5.7	<input type="checkbox"/>	P <input type="checkbox"/> NA	HVAC equipment and duct plan(s) _____
5.8	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof access details _____
5.9	<input type="checkbox"/>	P <input type="checkbox"/> NA	Duct smoke detector plans _____
5.10	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fire/smoke damper locations _____
5.11	<input type="checkbox"/>	P <input type="checkbox"/> NA	Smoke control plan _____
5.12	<input type="checkbox"/>	P <input type="checkbox"/> NA	Outside air (OSA) table _____
5.13	<input type="checkbox"/>	P <input type="checkbox"/> NA	Refrigeration equipment and piping plan _____
5.14	<input type="checkbox"/>	P <input type="checkbox"/> NA	Kitchen equipment plan _____
5.15	<input type="checkbox"/>	P <input type="checkbox"/> NA	Type I and/or Type II kitchen hood plan (see Section 7.0 — Mechanical Data) _____
5.16	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fume/vapor hood plan _____
5.17	<input type="checkbox"/>	P <input type="checkbox"/> NA	Process piping/product and/or exhaust-conveying duct plan _____
5.18	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fire-rated construction details _____
5.19	<input type="checkbox"/>	P <input type="checkbox"/> NA	Equipment hanger/fastener details _____
Supporting documents			<i>Notes</i>
5.20	<input checked="" type="checkbox"/>	Required	Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds _____
5.21	<input type="checkbox"/>	P <input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications _____
5.22	<input type="checkbox"/>	P <input type="checkbox"/> NA	Outside air (OSA) calculations _____
5.23	<input type="checkbox"/>	P <input type="checkbox"/> NA	Smoke-control calculations _____
5.24	<input type="checkbox"/>	P <input type="checkbox"/> NA	Combustion air calculations _____
5.25	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fuel gas piping sizing calculations _____
5.26	<input type="checkbox"/>	P <input type="checkbox"/> NA	Make-up air calculations _____
5.27	<input type="checkbox"/>	P <input type="checkbox"/> NA	Energy code compliance forms _____
5.28	<input type="checkbox"/>	P <input type="checkbox"/> NA	Boiler information _____

SECTION 6.0 — MECHANICAL DATA (Additional or replacement rooftop installation permits)

Construction documents *Location (sheet number or spec section)*

- 6.1 Required Roof plan _____
- 6.2 P NA Roof framing plan _____
- 6.3 P NA Fuel gas piping plan _____
- 6.4 P NA Roof access details _____

Supporting documents *Notes*

- 6.20 Required Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds _____
- 6.21 P NA Equipment manufacturers’ catalog “cut sheets” or specifications..... _____
- 6.22 P NA Fuel gas piping sizing calculations..... _____
- 6.23 P NA Energy code compliance forms _____

SECTION 7.0 — MECHANICAL DATA (Type I and Type II kitchen hood permits)

Construction documents *Location (sheet number or spec section)*

- 7.1 Required Site plan _____
- 7.2 Required Floor plan(s) _____
- 7.3 Required Kitchen equipment plan..... _____
- 7.4 Required Kitchen equipment and hood elevations _____
- 7.5 P NA Roof plan _____
- 7.6 P NA Cross sections through hoods, ducts and shafts _____
- 7.7 P NA Fire-rated construction details _____
- 7.8 P NA Fire suppression details _____

Supporting documents *Notes*

- 7.20 Required Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds _____
- 7.21 Required Make-up air calculations _____
- 7.22 P NA Equipment manufacturers’ catalog “cut sheets” or specifications..... _____
- 7.23 P NA Hood/grease extractor listing documentation..... _____
- 7.24 P NA Hood/grease duct sizing calculations _____
- 7.25 P NA Fire suppression information..... _____

SECTION 8.0 — PLUMBING DATA

Construction documents

Location (sheet number or spec section)

8.1	<input checked="" type="checkbox"/>	Required	Floor plan(s)	_____
8.2	<input checked="" type="checkbox"/>	Required	Piping and material schedule.....	_____
8.3	<input checked="" type="checkbox"/>	Required	Equipment layout plan.....	_____
8.4	<input checked="" type="checkbox"/>	Required	Fixture schedule	_____
8.5	<input type="checkbox"/>	P <input type="checkbox"/> NA	Site utility plan	_____
8.6	<input type="checkbox"/>	P <input type="checkbox"/> NA	Building cross section	_____
8.7	<input type="checkbox"/>	P <input type="checkbox"/> NA	Rise diagram.....	_____
8.8	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof plan	_____
8.9	<input type="checkbox"/>	P <input type="checkbox"/> NA	Back flow prevention location	_____
8.10	<input type="checkbox"/>	P <input type="checkbox"/> NA	Irrigation plan.....	_____
8.11	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fire-rated construction details	_____
8.12	<input type="checkbox"/>	P <input type="checkbox"/> NA	Under-slab plumbing plan	_____

Supporting documents

Notes

8.20	<input checked="" type="checkbox"/>	Required	Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds	_____
8.21	<input type="checkbox"/>	P <input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications.....	_____
8.22	<input type="checkbox"/>	P <input type="checkbox"/> NA	Utility maintenance agreements	_____
8.23	<input type="checkbox"/>	P <input type="checkbox"/> NA	Water supply calculations	_____
8.24	<input type="checkbox"/>	P <input type="checkbox"/> NA	Sanitary system calculations	_____
8.25	<input type="checkbox"/>	P <input type="checkbox"/> NA	Irrigation demand calculations	_____
8.26	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof drain and storm water calculations.....	_____

SECTION 9.0 — ELECTRICAL DATA

Construction documents			<i>Location (sheet number or spec section)</i>
9.1	<input checked="" type="checkbox"/>	Required	No. of sets of plans: _____
9.2	<input checked="" type="checkbox"/>	Required	Floor plan(s)
9.3	<input checked="" type="checkbox"/>	Required	Electrical load calculations.....
9.4	<input checked="" type="checkbox"/>	Required	One line diagram
9.5	<input checked="" type="checkbox"/>	Required	Feeder riser diagram.....
9.6	<input checked="" type="checkbox"/>	Required	Available fault current information.....
9.7	<input checked="" type="checkbox"/>	Required	Panel schedule(s).....
9.8	<input type="checkbox"/>	P <input type="checkbox"/> NA	Site electrical plan
9.9	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fire-rated construction details
9.10	<input type="checkbox"/>	P <input type="checkbox"/> NA	Lighting plan
9.11	<input type="checkbox"/>	P <input type="checkbox"/> NA	Emergency power system and emergency lighting plan
9.12	<input type="checkbox"/>	P <input type="checkbox"/> NA	Under-slab electrical plan.....
Supporting documents			<i>Notes</i>
9.20	<input checked="" type="checkbox"/>	Required	Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds
9.21	<input type="checkbox"/>	P <input type="checkbox"/> NA	Energy code compliance forms and calculations for lighting.....
9.22	<input type="checkbox"/>	P <input type="checkbox"/> NA	Emergency power system specifications.....
9.23	<input type="checkbox"/>	P <input type="checkbox"/> NA	Feeder riser information
9.24	<input type="checkbox"/>	P <input type="checkbox"/> NA	Lighting equipment manufacturers' catalog "cut sheets" or specifications

SECTION 10.0 — FIRE SUPPRESSION DATA

Construction documents

Location (sheet number or spec section)

- | | | | | |
|------|-------------------------------------|-------------------------------|--|-------|
| 10.1 | <input checked="" type="checkbox"/> | Required | Floor plan(s) | _____ |
| 10.2 | <input checked="" type="checkbox"/> | Required | Sprinkler piping plan(s)..... | _____ |
| 10.3 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Site plan..... | _____ |
| 10.4 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Standpipe information | _____ |
| 10.5 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Back flow prevention information | _____ |
| 10.6 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Reflected ceiling plan(s)..... | _____ |
| 10.7 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Transverse and longitudinal cross sections | _____ |
| 10.8 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire-rated construction details | _____ |
| 10.9 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Specialty fire suppression system plans
and list of systems | _____ |

Supporting documents

Notes

- | | | | | |
|-------|-------------------------------------|-------------------------------|--|-------|
| 10.20 | <input checked="" type="checkbox"/> | Required | Structural calculations for vertical loads and lateral
loads for equipment weighing over 400 pounds | _____ |
| 10.21 | <input checked="" type="checkbox"/> | Required | Equipment manufacturers' catalog "cut sheets" | _____ |
| 10.22 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Hydraulic calculations | _____ |
| 10.23 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Specialty fire suppression system information..... | _____ |

SECTION 11.0 — FIRE DETECTION AND ALARM DATA

Construction documents

Location (sheet number or spec section)

- | | | | | |
|------|-------------------------------------|-------------------------------|--|-------|
| 11.1 | <input checked="" type="checkbox"/> | Required | Floor plan(s) | _____ |
| 11.2 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Site plan..... | _____ |
| 11.3 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Reflected ceiling plan(s)..... | _____ |
| 11.4 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Transverse and longitudinal cross sections | _____ |
| 11.5 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Wiring schematic..... | _____ |
| 11.6 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Elevator recall information..... | _____ |
| 11.7 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Operational matrix..... | _____ |
| 11.8 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire-rated construction details | _____ |
| 11.9 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Standard electrical notes..... | _____ |

Supporting documents

Notes

- | | | | | |
|-------|-------------------------------------|-------------------------------|--|-------|
| 11.20 | <input checked="" type="checkbox"/> | Required | Structural calculations for vertical loads and lateral
loads for equipment weighing over 400 pounds | _____ |
| 11.21 | <input checked="" type="checkbox"/> | Required | Equipment manufacturers' catalog "cut sheets" | _____ |
| 11.22 | <input checked="" type="checkbox"/> | Required | Installer certification information..... | _____ |
| 11.23 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Battery calculations | _____ |
| 11.24 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Sample fire alarm log book | _____ |
| 11.25 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Emergency power system specifications..... | _____ |
| 11.26 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Monitoring station information | _____ |
| 11.27 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Voltage drop calculations | _____ |

SECTION 12.0 — RE-ROOF INSTALLATION DATA

Construction documents			<i>Location (sheet number or spec section)</i>
12.1	<input checked="" type="checkbox"/> Required	Site plan or building location map	_____
12.2	<input checked="" type="checkbox"/> Required	Occupancy classification	_____
12.3	<input checked="" type="checkbox"/> Required	Type of construction	_____
12.4	<input checked="" type="checkbox"/> Required	Minimum roof class required	_____
12.5	<input checked="" type="checkbox"/> Required	Class of roofing to be installed	_____
12.6	<input checked="" type="checkbox"/> Required	Roof plan	_____
12.7	<input type="checkbox"/> P <input type="checkbox"/> NA	Parapet and scupper cross section(s)	_____
Supporting documents			<i>Notes</i>
12.20	<input checked="" type="checkbox"/> Required	Pre-re-roof inspection report	_____
12.21	<input checked="" type="checkbox"/> Required	Roofing system listing information	_____
12.22	<input checked="" type="checkbox"/> Required	Roofing manufacturer’s catalog “cut sheets”	_____
12.23	<input type="checkbox"/> P <input type="checkbox"/> NA	Structural calculations	_____
12.25	<input type="checkbox"/> P <input type="checkbox"/> NA	Structural engineer’s report	_____

SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

Construction documents	Item	<i>Location (sheet number or spec section)</i>
13.1 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____	_____
13.2 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____	_____
13.3 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____	_____
13.4 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____	_____
13.5 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____	_____
13.6 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____	_____
13.7 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____	_____
13.8 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____	_____
13.9 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____	_____
13.10 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____	_____