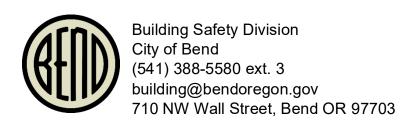
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COMMERCIAL PRESCREEN CHECKLIST

GENERAL LIST

- Revise plan orientation, to be in correct orientation for reading left to right.
- Revise file names, to follow prescribed naming conventions; see <u>Building Drawing File</u>
 <u>Naming Instructions</u>
- Drawing files; each sheet/page to be uploaded as a separate file.
- Supporting document files, each document to be uploaded as a multi-page file. (i.e. trusses, structural engineering, etc.)
- File extensions must be PDF only. All files shall be flattened, see <u>How to Flatten Files in</u> AutoCAD
- Provide reserved space for City stamp
- Plans must be legible and drawn to a scale. Scale such as 1 inch = 20 Feet
- Revise plans to ensure orientation of footprint matches floor, foundation and shear wall plan (i.e. garage left).
- Engineered calculations and plans require a current Registered Engineers stamp & signature.
 Please provide. ORS 672.020. "The signature and stamp of a registrant constitute a certification that the document was prepared by the registrant or under the supervision and control of the registrant.
- All drawings and the title page of all specifications intended for use as construction documents in the practice of architecture must bear the stamp of a registered architect and be signed by the architect. ORS 671.020
- Provide Plans. 107.2.1

FORMS

- Provide a Commercial Submittal Requirement Checklist.
- Provide SDC Worksheet
- Complete <u>Statement of Accessibility Compliance</u>.
- Provide Completed and signed <u>Special Inspection Agreement</u> (1704.2.3)
- Provide Completed Electrical ComCheck Forms https://www.energycodes.gov/comcheck
- Provide Completed Mechanical ComCheck Forms https://www.energycodes.gov/comcheck
- Provide Completed Envelope ComCheck Forms https://www.energycodes.gov/comcheck
- Provide completed and signed Energy Code Compliance Form
- Provide completed Emergency Responder Radio Coverage (ERRC) Checklist
- Provide a Completed Application for Formal Plan Revisions and Deferred Submittals
- Provide Completed and signed Deferred Submittal Agreement (107.3.4.1)
- Provide Site Improvement Submittal Checklist
- Provide <u>Construction Excise Tax Form</u> (only required for projects with mixed residential and commercial uses)

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COMMERCIAL LIST

- Provide Cover Sheet
- Provide floor plan
- Provide suite layout if structure includes suites or if the site includes multiple buildings
- Provide Vicinity Map
- Provide plans designed by a Design Professional (107.1, 671.020(5), ORS 671.030(2)(d))
- Clearly state scope of work proposed
- Provide site plan with distances to property lines and other buildings
- Provide exterior building elevations (1 for each side of building)
- Provide Reflected Ceiling Plan
- Provide Framing Plan and Stair Details
- Provide Storage Rack details
- Provide Medical Gas Plan requirements
- Provide Grease Interceptor plan requirements
- Provide drainage report (required for all commercial projects except interior only renovations)
- Provide Barrier Removal Plan with cost breakdown (ORS 447.241)
- Provide incidental storage information or High Pile Storage Plans as applicable
- Demo- provide Asbestos survey from an accredited inspector
- Demo- provide an Asbestos Abatement Report from a licensed abatement contractor
- This site is reported to contain fill or non-native soils, provide a compaction/geotechnical report for the site
- Affordable Housing If an approval through Economic Development for affordable housing has occurred, the approval letter is required to be submitted

CODE SUMMARY MINOR (bathroom addition, like for like TI, major TI)

Provide a code summary that includes:

- Occupancy Classification (OSSC Chapter 3)
- Indicate on plans if the building is sprinkled. If the building is sprinkled provide plans for proposed modifications to the system.
- Indicate plans if the building has a fire alarm system. If the building has a fire alarm system provides plans for proposed modifications to the system.
- Accessibility details, as applicable. (1101.1 2022 OSSC, 2017 ANSI)
- Separated or Non-Separated use, accessory occupancies or combination thereof (OSSC 508.1)
- Plans and specifications. Where required by OAR 918-780-0040 (Complex System), plans, engineering calculations, diagrams (including isometric and line drawings), and other data shall be submitted per OPSC 103.2.2.
- State prior and proposed occupancy classification (OSSC 302.1)
- Occupant calculations for the area and structure (OSSC 1004.1)
- Egress plan(s) showing maximum travel distance (OSSC 1006.1)
- Plumbing fixture calculations (OSSC 2902.1, OSSC T2902.1)

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CODE SUMMARY MAJOR (new building, change of occupancy TI) (Includes all items from Minor)

Provide a Code Summary that Includes:

- Exit width calculations (1005 OSSC)
- Seismic design category (1613 OSSC)
- Risk (Occupancy) Category (T1604.5 OSSC)
- Structural Calculations (107.2.7 OSSC)
- Allowable area calculations vs actual building area (503.1 OSSC)
- Allowable height calculations vs actual building height (503.1 OSSC)
- Firewall listings and details on the plan, as applicable. (703.1 OSSC)
- NFPA Hazard Level, if applicable (NFPA 5.1.1)
- Geotechnical report and requirements (1801.1 OSSC)
- Amount of Stories (whole Structure)
- Construction type (602 OSSC)
- Frontage; Perimeter; Width (ft) (T602 OSSC)
- Interior wall and ceiling finish requirements per occupancy. (T803.9 OSSC)