



## Tri-County Commercial Application Checklist

Department of Consumer & Business Services  
 Building Codes Division

Standard checklist for all building departments in Clackamas, Multnomah and Washington Counties

[www.bcd.oregon.gov](http://www.bcd.oregon.gov)

### 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"/> | <b>Required</b>               | <b>No. of sets of plans: _____</b>            |
| 1.2  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Cover sheet plan index</b>                 |
| 1.3  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Code summary</b>                           |
| 1.4  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Site plan</b>                              |
| 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"/> | <b>Required</b>               | <b>Site utility plan</b>                           |
| 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

- |      |                                     |                               |                                                   |
|------|-------------------------------------|-------------------------------|---------------------------------------------------|
| 3.1  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Floor plan(s)</b>                              |
| 3.2  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>OSSC Chapter 11 accessibility requirements</b> |
| 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			<b>Mechanical floor plan(s) and equipment layout</b>
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			<b>Plumbing floor plan(s) and equipment layout</b>
6.2	<input checked="" type="checkbox"/>	Required			<b>Piping and material schedule</b>
6.3	<input checked="" type="checkbox"/>	Required			<b>Fixture schedule</b>
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			<b>Electrical floor plan(s)</b>
7.2	<input checked="" type="checkbox"/>	Required			<b>Electrical load calculations</b>
7.3	<input checked="" type="checkbox"/>	Required			<b>One line diagram</b>
7.4	<input checked="" type="checkbox"/>	Required			<b>Feeder riser diagram</b>
7.5	<input checked="" type="checkbox"/>	Required			<b>Available fault current information</b>
7.6	<input checked="" type="checkbox"/>	Required			<b>Panel schedule(s)</b>
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
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**

8.1	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Sprinkler piping layout plan(s)</b>
8.2	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Transverse and longitudinal cross sections</b>
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"/>	<b>Required</b>	<b>Equipment manufacturers' catalog "cut sheets"</b>
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**

9.1	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Floor and alarm layout plan(s)</b>
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"/>	<b>Required</b>	<b>Equipment manufacturers' catalog "cut sheets" and specifications</b>
9.8	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Installer certification information</b>
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  P  NA  Required \_\_\_\_\_