



## Tri-County Commercial Application Checklist/Fire Alarm and Suppression

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

### SECTION 2.0 — ARCHITECTURAL DATA

- |     |                                     |                               |  |
|-----|-------------------------------------|-------------------------------|--|
| 3.1 | <input checked="" type="checkbox"/> | <b>Required</b>               | Floor plan(s)                              |
| 3.2 | <input checked="" type="checkbox"/> | <b>Required</b>               | OSSC Chapter 11 accessibility requirements |
| 3.3 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Interior elevations                        |

### SECTION 3.0 — STRUCTURAL DATA

- |     |                                     |                               |   |
|-----|-------------------------------------|-------------------------------|---|
| 4.1 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Structural calculations   |
| 4.2 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Standpipe information   |
| 4.3 | <input checked="" type="checkbox"/> | <b>Required</b>               | Structural calculations for vertical and lateral loads for equipment weighing over 400 pounds |

### SECTION 4.0 — FIRE SUPPRESSION DATA

- |      |                                     |                               |   |
|------|-------------------------------------|-------------------------------|---|
| 5.1  | <input checked="" type="checkbox"/> | <b>Required</b>               | Plumbing floor plan(s) (combination system only)  |
| 5.2  | <input checked="" type="checkbox"/> | <b>Required</b>               | Sprinkler piping layout and cross section plan(s)   |
| 5.3  | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Standpipe information   |
| 5.4  | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Back flow prevention information  |
| 5.5  | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Reflected ceiling plan(s)   |
| 5.6  | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Transverse and longitudinal cross sections  |
| 5.7  | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Fire-rated construction penetration details   |
| 5.8  | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Specialty fire suppression system plans and system list                                       |
| 5.9  | <input checked="" type="checkbox"/> | <b>Required</b>               | Structural calculations for vertical and lateral loads for equipment weighing over 400 pounds |
| 5.10 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Hydraulic calculations  |
| 5.11 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Specialty fire suppression system information   |
| 5.12 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Required fire-flow calculations   |
| 5.13 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Fire-hydrant flow-test report   |
| 5.14 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Fire department or fire district building survey report                                       |

**SECTION 5.0 — FIRE DETECTION AND ALARM DATA**

- 6.1  **Required** **Floor and alarm layout plan(s)**
- 6.2  P  NA Wiring schematic
- 6.3  P  NA Elevator recall information
- 6.4  P  NA Operational matrix
- 6.5  P  NA Fire-rated construction penetration details
- 6.6  P  NA Standard electrical notes
- 6.7  **Required** **Equipment manufacturers' catalog "cut sheets" and specifications**
- 6.8  **Required** **Structural calculations for vertical and lateral loads for equipment weighing over 400 pounds**
- 6.9  P  NA Battery calculations
- 6.10  P  NA Emergency power system specifications
- 6.11  P  NA Monitoring station information
- 6.12  P  NA Voltage drop calculations

**SECTION 6.0 — JURISDICTIONAL: SPECIFIC REQUIREMENTS**

- 7.1  P  NA  Required \_\_\_\_\_