



Tri-County Commercial Application Checklist

Department of Consumer & Business Services
Building Codes Division • Tri-County Services
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PROJECT INFORMATION

Project name:			Date:
Project 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	<i>Location (sheet number or spec section)</i>
1.1 <input type="checkbox"/> Required No. of sets of plans: _____	_____
1.2 <input type="checkbox"/> Required Cover sheet title block	_____
1.3 <input type="checkbox"/> Required Cover sheet vicinity map	_____
1.4 <input type="checkbox"/> Required Cover sheet plan index	_____
1.5 <input type="checkbox"/> P <input type="checkbox"/> NA Code summary	_____
1.6 <input type="checkbox"/> P <input type="checkbox"/> NA Deferred submittal summary	_____
1.7 <input type="checkbox"/> P <input type="checkbox"/> NA Professional stamp and signature	_____
1.8 <input type="checkbox"/> P <input type="checkbox"/> NA Fire-and-life-safety plan	_____
1.9 <input type="checkbox"/> P <input type="checkbox"/> NA Landscape plan	_____
1.10 <input type="checkbox"/> P <input type="checkbox"/> NA Landscape specifications	_____

Supporting documents	<i>Notes</i>
1.20 <input type="checkbox"/> P <input type="checkbox"/> NA Land-use or planning actions	_____
1.21 <input type="checkbox"/> P <input type="checkbox"/> NA Required fire-flow calculations	_____
1.22 <input type="checkbox"/> P <input type="checkbox"/> NA Fire-hydrant flow-test report	_____
1.23 <input type="checkbox"/> P <input type="checkbox"/> NA Fire department or fire district building survey report	_____
1.24 <input type="checkbox"/> P <input type="checkbox"/> NA Material safety data sheets (MSDS)	_____

SECTION 2.0 — CIVIL DATA

Construction documents	<i>Location (sheet number or spec section)</i>
2.1 <input type="checkbox"/> Required Site plan	_____
2.2 <input type="checkbox"/> Required Site utility plan	_____
2.3 <input type="checkbox"/> Required Grading plan	_____
2.4 <input type="checkbox"/> Required Erosion-control plan	_____
2.5 <input type="checkbox"/> P <input type="checkbox"/> NA Utility-vault location and details	_____

Supporting documents	<i>Notes</i>
2.20 <input type="checkbox"/> P <input type="checkbox"/> NA Geotechnical/soil engineer report	_____
2.21 <input type="checkbox"/> P <input type="checkbox"/> NA Storm-water calculations	_____
2.22 <input type="checkbox"/> P <input type="checkbox"/> NA Site retaining-wall structural calculations	_____
2.23 <input type="checkbox"/> P <input type="checkbox"/> NA "Assurance of Compliance" with environmental rules	_____

SECTION 3.0 — ARCHITECTURAL DATA

Construction documents

Location (sheet number or spec section)

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

Supporting documents

Notes

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

SECTION 4.0 — STRUCTURAL DATA

Construction documents

Location (sheet number or spec section)

- 4.1 Required Structural cover sheet _____
- 4.2 P NA Foundation plan and details _____
- 4.3 P NA Under-slab mechanical plan _____
- 4.4 P NA Under-slab electrical plan _____
- 4.5 P NA Under-slab plumbing plan _____
- 4.6 P NA Floor framing plan _____
- 4.7 P NA Roof framing plan _____
- 4.8 P NA Structural elevations _____
- 4.9 P NA Structural details and cross sections _____
- 4.10 P NA Standpipe information _____
- 4.11 P NA Special inspector/structural observation matrix _____

Supporting documents

Notes

- 4.20 P NA Geotechnical/soil engineer report _____
- 4.21 P NA Site-specific seismic hazard report _____
- 4.22 P NA Design narrative _____
- 4.23 P 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 type="checkbox"/> Required Floor plan	_____
5.2	<input 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 type="checkbox"/> Required Structural calculations for vertical loads	_____
5.21	<input type="checkbox"/> Required Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
5.22	<input type="checkbox"/> P <input type="checkbox"/> NA Equipment manufacturers’ catalog “cut sheets” or specifications	_____
5.23	<input type="checkbox"/> P <input type="checkbox"/> NA Outside air (OSA) calculations	_____
5.24	<input type="checkbox"/> P <input type="checkbox"/> NA Smoke-control calculations	_____
5.25	<input type="checkbox"/> P <input type="checkbox"/> NA Combustion-air calculations	_____
5.26	<input type="checkbox"/> P <input type="checkbox"/> NA Fuel-gas-piping sizing calculations	_____
5.27	<input type="checkbox"/> P <input type="checkbox"/> NA Make-up air calculations	_____
5.28	<input type="checkbox"/> P <input type="checkbox"/> NA Energy-code-compliance forms	_____
5.29	<input type="checkbox"/> P <input type="checkbox"/> NA Boiler information	_____

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

Construction documents	<i>Location (sheet number or spec section)</i>
6.1 <input type="checkbox"/> Required Roof plan	_____
6.2 <input type="checkbox"/> P <input type="checkbox"/> NA Roof framing plan	_____
6.3 <input type="checkbox"/> P <input type="checkbox"/> NA Fuel gas-piping plan	_____
6.4 <input type="checkbox"/> P <input type="checkbox"/> NA Roof access details	_____

Supporting documents	<i>Notes</i>
6.20 <input type="checkbox"/> Required Structural calculations for vertical loads	_____
6.21 <input type="checkbox"/> Required Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
6.22 <input type="checkbox"/> P <input type="checkbox"/> NA Equipment manufacturers' catalog "cut sheets" or specifications	_____
6.23 <input type="checkbox"/> P <input type="checkbox"/> NA Fuel gas piping sizing calculations	_____
6.24 <input type="checkbox"/> P <input type="checkbox"/> NA Energy-code-compliance forms	_____

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

Construction documents	<i>Location (sheet number or spec section)</i>
7.1 <input type="checkbox"/> Required Site plan	_____
7.2 <input type="checkbox"/> Required Floor plan(s)	_____
7.3 <input type="checkbox"/> Required Kitchen equipment plan	_____
7.4 <input type="checkbox"/> Required Kitchen equipment and hood elevations	_____
7.5 <input type="checkbox"/> P <input type="checkbox"/> NA Roof plan	_____
7.6 <input type="checkbox"/> P <input type="checkbox"/> NA Cross sections through hoods, ducts and shafts	_____
7.7 <input type="checkbox"/> P <input type="checkbox"/> NA Fire-rated construction details	_____
7.8 <input type="checkbox"/> P <input type="checkbox"/> NA Fire suppression details	_____

Supporting documents	<i>Notes</i>
7.20 <input type="checkbox"/> Required Structural calculations for vertical loads	_____
7.21 <input type="checkbox"/> Required Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
7.22 <input type="checkbox"/> Required Make-up air calculations	_____
7.23 <input type="checkbox"/> P <input type="checkbox"/> NA Equipment manufacturers' catalog "cut sheets" or specifications	_____
7.24 <input type="checkbox"/> P <input type="checkbox"/> NA Hood/grease extractor listing documentation	_____
7.25 <input type="checkbox"/> P <input type="checkbox"/> NA Hood/grease duct sizing calculations	_____
7.26 <input type="checkbox"/> P <input type="checkbox"/> NA Fire suppression information	_____

SECTION 8.0 — PLUMBING DATA

Construction documents

Location (sheet number or spec section)

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

Supporting documents

Notes

- 8.20 Required Structural calculations for vertical loads _____
- 8.21 Required Structural calculations for lateral loads, for equipment weighing over 400 lbs. _____
- 8.22 P NA Equipment manufacturers' catalog "cut sheets" or specifications _____
- 8.23 P NA Utility maintenance agreements _____
- 8.24 P NA Water supply calculations _____
- 8.25 P NA Sanitary system calculations _____
- 8.26 P NA Irrigation demand calculations _____
- 8.27 P 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 type="checkbox"/> Required No. of sets of plans: _____	_____
9.2	<input type="checkbox"/> Required Floor plan(s)	_____
9.3	<input type="checkbox"/> Required Electrical load calculations	_____
9.4	<input type="checkbox"/> Required One line diagram	_____
9.5	<input type="checkbox"/> Required Feeder riser diagram	_____
9.6	<input type="checkbox"/> Required Available fault current information	_____
9.7	<input 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 type="checkbox"/> Required Structural calculations for vertical loads	_____
9.21	<input type="checkbox"/> Required Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
9.22	<input type="checkbox"/> P <input type="checkbox"/> NA Energy code compliance forms and calculations for lighting	_____
9.23	<input type="checkbox"/> P <input type="checkbox"/> NA Emergency power system specifications	_____
9.24	<input type="checkbox"/> P <input type="checkbox"/> NA Feeder riser information	_____
9.25	<input type="checkbox"/> P <input type="checkbox"/> NA Lighting equipment manufacturers' catalog "cut sheets" or specifications	_____

SECTION 10.0 — FIRE SUPPRESSION DATA

Construction documents		<i>Location (sheet number or spec section)</i>
10.1	<input type="checkbox"/> Required Floor plan(s)	_____
10.2	<input 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 Backflow-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		<i>Notes</i>
10.20	<input type="checkbox"/> Required Structural calculations for vertical loads	_____
10.21	<input type="checkbox"/> Required Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
10.22	<input type="checkbox"/> Required Equipment manufacturers' catalog "cut sheets"	_____
10.23	<input type="checkbox"/> P <input type="checkbox"/> NA Hydraulic calculations	_____
10.24	<input type="checkbox"/> P <input type="checkbox"/> NA Specialty fire-suppression-system information	_____

SECTION 11.0 — FIRE DETECTION AND ALARM DATA

Construction documents		<i>Location (sheet number or spec section)</i>
11.1	<input 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 section(s)	_____
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		<i>Notes</i>
11.20	<input type="checkbox"/> Required Structural calculations for vertical loads	_____
11.21	<input type="checkbox"/> Required Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
11.22	<input type="checkbox"/> Required Equipment manufacturers' catalog "cut sheets"	_____
11.23	<input type="checkbox"/> Required Installer certification information	_____
11.24	<input type="checkbox"/> P <input type="checkbox"/> NA Battery calculations	_____
11.25	<input type="checkbox"/> P <input type="checkbox"/> NA Sample fire alarm log book	_____

SECTION 11.0 — FIRE DETECTION AND ALARM DATA (CONTINUED)

Supporting documents	<i>Notes</i>
11.26 <input type="checkbox"/> P <input type="checkbox"/> NA Emergency power system specifications	_____
11.27 <input type="checkbox"/> P <input type="checkbox"/> NA Monitoring certification information	_____
11.28 <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 type="checkbox"/> Required Roof plan	_____
The site plan typically includes the following:	
• North arrow	
• A note describing the scope of work, such as tear-off, overlay, etc.	
• A note indicating approx. squares of roofing to be applied	
• Area in which work is to be performed	
• Location of roof access	
* The building official may waive submission of plans. Contact jurisdiction for more information.	

Supporting documents	<i>Notes</i>
12.20 <input type="checkbox"/> Required Pre-re-roof inspection report	_____
12.21 <input type="checkbox"/> Required Roofing system listing information	_____
12.22 <input type="checkbox"/> Required Roofing manufacturer’s installation instructions	_____
12.23 <input type="checkbox"/> P <input type="checkbox"/> NA Roof manufacturer’s catalog “cut sheets”	_____
12.24 <input type="checkbox"/> P <input type="checkbox"/> NA Structural engineer’s report	_____

SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

Construction documents	<i>Item</i>	<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	_____	_____