



INFORMATION WHICH MAY BE REQUIRED FOR COMMERCIAL APPLICATIONS

***This is a checklist to help ensure that all items needed to complete the plan review on your project are submitted. Often, failure to make a complete submittal causes delays in the review and ultimately causes expensive delays for the applicant in the permit approval process.**

Project Name _____
Project Address _____
Map & Tax Lot _____
Company Name _____
Contact Person _____
Contact Phone _____ **Fax** _____

Commercial Plan Review Process

1. If necessary, arrange for a meeting with the Community Development Department to review your project by calling 541-917-7553.
 - You can meet at the conceptual phase to discuss possible plan review requirements, or
 - You can come to the meeting with your completed plans, or your plans-in-progress to discuss plan review requirements.
2. Your contact person coordinates with the city to provide agreed-upon documents for plan review and works with them to fulfill all the requirements.
3. Electrical, fire sprinkler, and fire alarm permits are to be reviewed separately.

GENERAL PROJECT DATA

CONSTRUCTION DOCUMENTS	Yes	No	N/A
5 sets of plans			
Cover title sheet			
Vicinity map			
Plan index			
Code summary			
Deferred submittal summary			
Special inspections summary			
Professional stamp and signature			
Landscape plan			
Landscape specifications			

SUPPORTING DOCUMENTS	Yes	No	N/A
Material Safety Data Sheets (MSDS)			

CIVIL DATA

CONSTRUCTION DOCUMENTS	Yes	No	N/A
Site plan			
Site utility plan			
Grading plan			
Erosion control plan			
Utility and fire vault location and details			

SUPPORTING DOCUMENTS	Yes	No	N/A
Geotechnical/soil engineer report			
Site retaining wall structural calculations			
"Assurance of Compliance" with environmental rules (including asbestos/land use)			

ARCHITECTURAL DATA

CONSTRUCTION DOCUMENTS	Yes	No	N/A
Floor plans			
Transverse and longitudinal cross-sections			
OSSC Chapter 11 accessibility requirements			
Interior elevations			
Exterior elevations			
Roof plan			
Reflected ceiling plans			
Fire-rated construction details			
Energy code compliance construction details and specifications			
Door schedule			
Glazing schedule			
Hardware plan			
Room finish plan			
Furniture plan			

SUPPORTING DOCUMENTS	Yes	No	N/A
Energy code compliance forms/calculations			
Hazardous materials/ Material Safety Data Sheets (MSDS)			
Fire suppression storage data			
Height of storage			
Type of material			
Quantity of material			
Commodity			
Piled/Racks/Pallets/Height			
Encapsulated or Non Encapsulated			
Design criteria			
Hazardous Materials Management Plan (HMMP)			
Active and passive smoke control information			

STRUCTURAL DATA

Construction Documents	Yes	No	N/A
Structural cover sheet			
Foundation plan			
Floor framing plan			
Roof framing plan			
Structural elevations			
Structural details and cross-sections			

SUPPORTING DOCUMENTS	Yes	No	N/A
Geotechnical/soil engineer report			
Site-specific seismic hazard report			
Design narrative			
Cut sheets for wall assemblies			
Structural calculations			

MECHANICAL DATA

CONSTRUCTION DOCUMENTS	Yes	No	N/A
Floor plan			
Equipment schedule			
Site plan			
Roof plan			
Fuel gas piping plan			
HVAC equipment and duct plan (with CFM information)			
COMcheck certificates (http://www.energycodes.gov)			
Roof access details			
Duct smoke detector locations			
Fire/smoke damper locations			
Smoke control plan			
Refrigeration equipment and piping plan			
Kitchen equipment plan			
Type I and/or II kitchen hood plan			
Fume/vapor hood plan			
Process piping/product and/or exhaust conveying duct plan			
Fire-rated construction details			
Equipment hanger/fastener details			
Cross-sections through hood, ducts, and shafts			
Kitchen equipment and hood elevations			

SUPPORTING DOCUMENTS	Yes	No	N/A
Equipment manufacturer's catalogue "cut sheets"			
Structural calculations/vertical and lateral loads for equipment over 400 lbs.			
Combustion air calculations			
Fuel gas piping sizing calculations			
Make-up air calculations			
Energy code compliance forms and worksheets			
Boiler information			

PLUMBING DATA

CONSTRUCTION DOCUMENTS	Yes	No	N/A
Floor plan			
Piping and material schedule			
Equipment layout plan			
Fixture schedule			
Site utility plan			
Building cross-section			
Roof plan			
Backflow prevention location			
Irrigation plan			
Fire-rated construction details			
Under-slab plumbing plan			

SUPPORTING DOCUMENTS	Yes	No	N/A
Structural calculations/vertical and lateral load for equipment over 400 lbs.			
Equipment manufacturer's catalogue "cut sheets"			
Utility maintenance agreements			
Water supply calculations			
Oil/Water separators			
Sanitary system calculations			
Roof drain and storm water calculations			
1.5 inches per hour based on 60-minute duration for 100-year occurrence			

ELECTRICAL DATA

CONSTRUCTION DOCUMENTS	Yes	No	N/A
Floor plans			
Lighting plan			
Emergency power system and emergency lighting plan			

SUPPORTING DOCUMENTS	Yes	No	N/A
Energy code compliance forms and calculations for "lighting"			

RE-ROOF INSTALLATION DATA

CONSTRUCTION DOCUMENTS	Yes	No	N/A
Pre-roof inspection report			
Roofing system listing information			
Roofing manufacturer's catalogue "cut sheets"			
Roofing manufacturer's installation instructions			
Structural calculations			
Structural engineer's report			