



Construction Document

Plan Submittal Checklist



Title Block Information

- Owner name
- Occupant name
- Approved street address
- Name, address, telephone number, fax number and e-mail address of general contractor and or architect
- Point of compass on each page
- Scale and graphical representation
- A detailed explanation of the scope of work
- List of codes and edition dates that were used to design the system

Building Information

- Full height scaled elevations and cross sections of the building including all structural information and ceiling construction
- Locations of partitions, fire wall and/or area separation walls and rating classifications
- Occupancy classification of each area/room
- Occupant load calculations of each area/room
- A note shall be provide to indicate FIRE SPRINKLERED or NONSPRINKLERED
- A note shall be provide to indicate if a fire alarm will be installed
- Electrical drawings indicating all emergency lighting and exit signage
- Architectural drawings indicating all required exits and egress
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Water Supply Information

- On all *new construction and additions*, “approved” water plans for any proposed fire hydrants, or documents indicating that the quantity and flow of existing fire hydrants are adequate shall be attached to each set of construction documents.
- On interior remodels for *change of use/changer of occupancy* projects, “approved” water plans need to be attached to each set of construction documents
- On interior remodels for *same use/same occupancy* projects, water plans do not need to be attached



Construction Document Plan Submittal Checklist



Development/Plot Plan Information

- On all new construction and addition projects the approved development plan or plat plan shall be attached to each set of construction documents

Hazardous Materials Storage Information

- Upon submittal of any project that the finalized use of the structure has the potential to use, store, handle or dispense any amounts of hazardous materials, the Hazardous Materials Declaration Packet shall be completed, and attached to each set of construction documents

If hazardous materials exist in excess of the exempt quantities a separate HAZARDOUS MATERIALS plan shall be submitted for review as indicated in the Declaration Packet.

High-Pile Storage Information

- Upon submittal of any project that contained finished ceiling heights of 12-feet and that the finalized use of the structure has the potential to store high-pile combustible storage, the High-Pile Storage Commodity Packet shall be completed and attached to each set of construction documents

If combustibles will be stored in excess of the allowable 12-feet a separate HIGH-PILE STORAGE plan shall be submitted for review as indicated in the Declaration Packet