



COMMERCIAL & MULTI-FAMILY* CHECKLIST

MINIMUM REQUIREMENTS FOR CONSTRUCTION DRAWINGS

(*three (3) or more units)

Plans that do not contain the following minimum information **cannot** be accepted for plan check. Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the adopted International Codes and city ordinances. ([2015 IBC Section 107](#))

Plan sheets must be 11" x 17", 18" x 24", or 24" x 36" and all sheets must be the same size. Plans shall be drawn in indelible ink. Plan sheets that are cut and pasted, taped, or that have been altered by any means (pen, pencil, marking pen, etc.) **cannot** be accepted for plan check.

REQUIRED DOCUMENTATION

- SITE PLAN** (*an additional site plan is required for new or additions to buildings.*) at a minimum:
 - Scale and north arrow. Maximum scale of 1"= 40' (preferred scale: 1"= 20')
 - Basic data (type of structure, square footage, location);
 - Dimensions of lot, distance to property lines, buildings located on adjacent lots, street name, location and use, and vicinity map;
 - Existing and proposed structures;
 - Show with dashed lines any existing structures to be demolished;
 - Location of utilities (water, sewer, gas, electricity). *Additions only*;
 - Site contours and drainage (existing in dashed and new in solid lines) and details;
 - Show location of property lines and all easements. Recorded easements are not allowed as side yards for the purpose of determining allowable area unless part of the lot record;
 - Show required 96" wide van accessible parking space with an adjacent 96" wide access aisle per [IBC; Sec. 1106](#);
 - Waste/recycling collection truck access to trash enclosure; and
 - See also Commercial Site Plan Requirements handout for full submittal description
- FOUNDATION PLAN** ($\frac{1}{4}" = 1' - 0"$ minimum)
 - Stamped engineering calculations and structural drawings are required for all foundations/ footings;
 - Provide plan view of foundation;
 - Location and size of exterior and interior bearing foundations/footings; *and*
 - Location, size, embedment, and spacing of reinforcing steel anchor bolts, hold downs (if required), and post to footing connections.
- FLOOR PLAN** ($\frac{1}{4}" = 1' - 0"$ minimum)
 - Show all rooms. Specify the use and size of all rooms (classify use per [IBC Table 1004.1.2](#));
 - Wall legend must delineate new, existing, demolished, and relocated construction;
 - Show location, size, and door swing for all required exits;
 - Specify size, grade, species, direction of run, span, and spacing of all framing members (may be provided on floor plan in lieu of separate framing plans); *and*
 - Provide reflected ceiling plan. Show required draft stopping for combustible construction.
- ELEVATIONS** ($\frac{1}{4}" = 1' - 0"$ MINIMUM)
 - Show full height elevation from finish floor to highest point of structure;
 - Specify finished materials to be utilized in construction. Specify size of all materials;
 - Show all doors and windows. Specify sizes if not shown on floor plan; *and*
 - Show shear walls and/or diagonal bracing

- FRAMING PLANS** ($\frac{1}{4}$ " = 1' - 0" minimum)
 - Specify size, span, spacing, species, and grade of lumber, or manufacturer and series of steel framing for all framing members;
 - Provide attachment details for top and bottom plates. Specify size and spacing of fasteners;
 - Clearly show bearing and shear walls. Specify nailing schedule;
 - Show materials and method of connection for all posts to beams connections;
 - Special connection methods must be detailed to show how the structure is held together; *and*
 - Provide deflection detail stamped by architect or engineer for full height walls

- BUILDING CROSS SECTIONS** ($\frac{1}{4}$ " = 1' - 0" minimum)
 - Show sections of structure that clarify in detail the typical conditions and describe otherwise hidden conditions;
 - Provide typical wall section. Show components of wall, including finish materials;
 - Provide detail showing lateral bracing at a minimum of 8" o.c. for wall over 8" in unsupported length. Wire bracing is not acceptable without engineering;
 - Ceiling construction (size & spacing of joists) and insulation; provide cross section of dropped ceiling and detail lateral bracing requirements of ASTM Standard C 636-08;
 - Roof structure (size and spacing of joists or pre-manufactured truss spacing) and insulation (if applicable); *and*
 - Provide full height details for all mezzanines and stairways. Details must specify framing members, spacing, and finishes.

- FIRE RESISTIVE ELEMENTS** ($\frac{1}{4}$ " = 1' - 0" minimum)
 - Show building elements comply [IBC Section 721](#) for prescriptive fire resistance requirements for noncombustible insulating materials in Table 721.1(1);
 - Provide details under for rated walls complying with IBC Table 721.1(2), or ceilings IBC Table 721.1(3); or specify Gypsum Association File No from the [GA-600 2012 Gypsum Association Fire Resistance Design Manual](#). This applies for **all rated** walls and ceilings, including corridors, occupancy separations, area separation walls, etc...;
 - Provide details of fire assemblies protecting penetrations through fire resistive elements;
 - Show sections for required parapet walls; *and*
 - Provide detail/ICC Evaluation Services report for rated suspended ceiling. Include UL approved detail for tenting of light fixtures.

- BARRIER FREE ACCESS** ($\frac{1}{4}$ " = 1' - 0" minimum)
 - Provide floor plans and elevations of sufficient detail to show that the building and site facilities are accessible to persons with disabilities, as provided in [ICC/ANSI Standard A117.1-2009](#) requirements for barrier-free accessibility;
 - Plans must show an accessible route of travel. An accessible route of travel is a continuous unobstructed path connecting all accessible elements and spaces (restrooms, drinking fountains, elevators, etc.) in an accessible building or facility that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities;
 - Show the primary entry door and all accessible entrances into the building;
 - Provide floor plans and elevations with dimensions for restrooms, kitchens, counters, and similar fixed facilities showing compliance with barrier-free access requirements;
 - Provide hardware schedule specifying door locksets and latch sets having lever, push operated, or other devices open able by wrist or arm pressure; *and*
 - In an existing building, to the maximum extent feasible, the path of travel to altered areas shall be made accessible. The path of travel means a continuous, unobstructed way of pedestrian passage by means of which an altered area may be approached, entered, and exited; and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entry to the facility, and other parts of the facility. (This includes restrooms, telephone, and water fountains serving the altered area.)

ENERGY / VENTILATION

A third party plan review is required by an individual certified with ([WABO](#)) Washington Association of Building Officials or the Architect or Engineer of record may act as the third party reviewer. Select energy code compliance option and provide completed forms as required for option chosen;

- Component Performance Compliance Approach – Provide a separate sketch of elements for each wall, ceiling, and floor type. A wall schedule keyed to the individual sketches is necessary for projects with more than one wall, ceiling, or floor type. Provide appropriate sections with dimensions sufficiently detailed to indicate where each type of element occurs.
- Provide completed *Lighting Power Summary* and *Lighting Budget Worksheet* specifically identifying light fixture (wattage for light fixtures must include ballast wattage).
- Show compliance with the ventilation requirements of the [2015 International Mechanical Code \(IMC\) Table 403.3.1.1](#).

PLUMBING PLANS

- Plumbing equipment layout over the floor plan.
- Show plumbing isometric drawings (riser diagrams showing all plumbing dimensions for supply lines and drains).

MECHANICAL PLANS

- Roof plan (if equipment is located on the roof) showing all mechanical equipment, vents, roof access, and equipment screening.
- Elevation views of building (if equipment is located on the roof) from all adjacent streets and property lines.
- Show parapet or screening methods for both ground-related & rooftop units. (Rooftop screening must be architecturally compatible with building if the equipment extends above the roofline.)
- Legend and general notes.
- Mechanical envelope summary form and/or mechanical summary forms.
- List of equipment and schedule including equipment brand names, model numbers, input and output gas capacities, tons of cooling, efficiency ratings, cfm capacity, electric motor efficiencies, location, and weight.
- Structural drawings, if required. (Additionally, stamped engineered structural gravity and/or lateral force calculations for all rooftop units when the cumulative or individual unit weight is 400 lbs. or greater. For replacement equipment, state the weight of the old and new equipment on the plans, and show the old and new location of the replacement equipment. If the new equipment weight is equal or less than the existing, and in the same location, structural calculations will not be required.)
- Mechanical floor plan layout.
 - Duct and equipment layout over the floor plan.
 - The size of ducts and outlets.
 - The name and anticipated usage of each room.
 - The cubic feet of air per minute (cfm) at each diffuser, return air register, exhaust, and transfer grills.
 - Location and details of fire dampers.

STRUCTURAL CALCULATIONS

- Provide two copies, including one original “wet-stamped” copy.

RACKS

- Steel storage racks shall be designed per [IBC Sec. 2209](#), all others shall be designed by a Washington State licensed professional engineer per [IBC Chapter 16](#). Load application and rack configuration drawings shall be furnished with each rack installation.
- Plans shall detail rack locations; height and length of each rack; width of aisles; ceiling/roof height; location of exits; and shall detail products, including packaging, shelving, and sprinkler design information.
- Specify size, spacing, and manufacturer of anchors.