

Date: \_\_\_\_\_ Address: \_\_\_\_\_ Permit #: \_\_\_\_\_  
 Designer: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Repeat Design:  Yes  No  
 Phone #: \_\_\_\_\_ Lot#: \_\_\_\_\_ Design Name: \_\_\_\_\_

COMPLIES				COMPLIES			
YES	NO	N/A		YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Design Criteria / Plans to Scale</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Reflected Ceiling Plans (for each level)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11" x 17" minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling Material Types with Locations & Legend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/8" Scale Minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular & Emergency Lighting & Exit Sign Locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designers Seal, Signature & Date (As required by State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HVAC Duct and/or Supply & Return register locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Energy Code Com-Check Documents</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Roof Plans (for all levels proposed)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cover Sheet &amp; Code Information</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof Materials with slope designations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner, Tenant & Design Team Contact Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof Drainage Types, Locations & details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawing Index	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of HVAC & Elec Equipment & Plumbing Vents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Codes Designed To	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof Access Location & Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key Location Plan of Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Building Elevations</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type of Construction, Occupancy Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material Designations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy Separations, Incidental & Accessory Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Window & Building Opening Locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Height & Area Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirm Required Opening Protective Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessible Residential Unit Designations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cross-Section Details (Full length &amp; Specific)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Egress Plans</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horizontal Assembly Materials & Fire Ratings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of Exits, Exit Separations & Travel Distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Vertical Dimensions (including ceiling height)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Square footage with Occupant Loads of Each Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wall Assembly Type Designations & detail location note
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room Uses with Occupant Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior Wall Envelope Materials with R or U-values
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum Room Sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes for Protection Against Decay & Termites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit Door Location (From Bldg & each Space)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation Water-proofing/Damp-proofing Notes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Enlarged Details</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of All Buildings Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairway Construction, Tread & Risers Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Separation Distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ramp Construction & Dimension Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Egress Path to Public Right-of-Way or Refuge Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handrail Locations & Dimension Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessible Parking Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guard & Fall Protection Locations & Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designated Accessible Entrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door & Window details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Architectural Floor Plans (for each level)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Wall Assembly Types
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Space Use Designations & Restroom Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interior Elevations & Accessibility Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Dimensions Along Each Partition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire Rated Assemblies</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wall Assembly Type Designations & detail location note	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Listings for each rated wall assembly type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door & Window Types with Safety Glazing Designation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Listings for each opening protection devise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corridor, Aisle, Balcony, Stair & Ramp Widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Schedules</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessible Fixture & Door Maneuvering Clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard Door Schedule with hardware & fire ratings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior Door, Stair & Ramp Landings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard Window Schedule with fire ratings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevator Lobby Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Envelope Information with U-values
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Furniture & Equipment Layouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interior Finishes Schedule

Status:  Approved  Denied  Resubmittal Required

Plans  
Examiner: \_\_\_\_\_

	Heated	Un-Heated
Total SF	_____	_____
Occupancy Type	_____	_____
Type of Const	_____	_____
Valuation	_____	_____
Fee:	_____	_____

**CORRECTIONS BEING REQUESTED**

	Plan Location	Code Section	Requested Action	Response
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				