

# Commercial Checklist

Applicant Signature: \_\_\_\_\_ Plans Examiner Approval: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Occupancy \_\_\_\_\_ Construction Type \_\_\_\_\_ Height \_\_\_\_\_

## PROJECT INFORMATION

Project name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: _____	City: _____	State: _____	ZIP: _____
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Scope of work: \_\_\_\_\_

Activity/Application no.: _____	Tax Lot/Parcel no.: _____
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Contact person name: _____	Company: _____
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Phone: _____	Fax: _____
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Cellular phone: _____	E-mail: _____
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## 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. (Deferred submittal accepted)
- 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 shall provide this information for plan review.
- In the checklist, “PR” means the information is required by the plans reviewer.
- In the checklist, “P” means the information is provided 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 shall 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 stage; schematic stage; or when applicant has completed plans for submittal.

Plans may not be submitted without the required pre-submittal meeting to review the application checklist to verify completeness of proposed plans related to the scope of the project.

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[www.clark.wa.gov.commdev/](http://www.clark.wa.gov.commdev/)



For an alternate format, contact the  
 Clark County  
 ADA Compliance Office.  
 Phone: (360) 397-2025  
 Relay: 711 or (800) 833-6384  
 E-mail: ADA@clark.wa.gov

**INDEX OF CHECKLIST SECTIONS**

1.0 General project data.....	Page 2	7.0 Mechanical data (Types I and II kitchen-hood permits).....	Page 6
2.0 Civil data.....	Page 2	8.0 Plumbing data.....	Page 7
3.0 Architectural data.....	Page 3	9.0 Electrical data.....	Page 8
4.0 Structural data.....	Page 4	10.0 Fire-suppression data.....	Page 9
5.0 Mechanical data (new construction, tenant improvement, gas-piping permits) .....	Page 5	11.0 Fire-detection and fire-alarm data.....	Page 9
6.0 Mechanical data (additional or replacement rooftop-equipment installation permits) .....	Page 6	12.0 Re-roof installation data.....	Page 10
		13.0 High Pile Racking .....	Page 11
		14.0 Jurisdictional requirements .....	Page 12

**SECTION 1.0 – GENERAL PROJECT DATA**

Construction documents		Sheet # (or see attached)
<b>1.1</b>	<input checked="" type="checkbox"/> <b>Required</b>	<b>Four sets of plans &amp; 2 sets of specifications:</b> _____
<b>1.2</b>	<input checked="" type="checkbox"/> <b>Required</b>	<b>Cover sheet title block</b> .....
<b>1.3</b>	<input checked="" type="checkbox"/> <b>Required</b>	<b>Cover sheet vicinity map</b> .....
<b>1.4</b>	<input checked="" type="checkbox"/> <b>Required</b>	<b>Cover sheet plan index</b> .....
1.5	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Code summary .....
1.6	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Deferred submittal summary .....
1.7	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Professional stamp and signature* .....
1.8	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Fire and life-safety plan .....
1.9	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Landscape plan .....
1.10	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Landscape specifications .....
Supporting documents		
1.20	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Land-use or planning actions.....
1.21	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Required fire-flow calculations .....
1.22	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Fire-hydrant flow-test report .....
1.23	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Applicable weather enclosure documentation.....
1.24	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Material safety data sheets (MSDS) .....

**SECTION 2.0 – CIVIL DATA**

Construction documents		Sheet # (or see attached)
<b>2.1</b>	<input checked="" type="checkbox"/> <b>Required</b>	<b>Site plan(full size)</b> .....
<b>2.2</b>	<input checked="" type="checkbox"/> <b>Required</b>	<b>Site utility plan</b>
<b>2.3</b>	<input checked="" type="checkbox"/> <b>Required</b>	<b>Grading plan</b> .....
2.4	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Erosion-control plan.....
2.5	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Utility-vault location and details.....
Supporting documents		
2.20	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Geotechnical/soil engineer report.....
2.21	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Storm-water calculations.....
2.22	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA	Site retaining-wall structural calculations.....

\*RCW 18.08.410 requires Washington State licensed architect or engineer.

**SECTION 3.0 — ARCHITECTURAL DATA**

**Construction documents**

Sheet #  
(or see attached)

3.1  **Required**

**Floor plan(s)** .....

3.2  **Required**

**Transverse and longitudinal cross sections**.....

3.3  **Required**

**Chapter 11/ANSI A117.1-2003 accessibility requirements**.....

3.4 PR P NA

Interior elevations.....

3.5 PR P NA

Exterior elevations .....

3.6 PR P NA

Roof plans (including draft stops and draft curtains)....

3.7 PR P NA

Exterior wall sections and details.....

3.8 PR P NA

Reflected ceiling plan(s) mfg. instructions req'd ....

3.9 PR P NA

Fire-rated construction details & Listings .....

3.10 PR P NA

Energy code compliant construction details and specifications.....

3.11 PR P NA

Door schedule .....

3.12 PR P NA

Glazing schedule .....

3.13 PR P NA

Fixtures, counters and racks.....

3.14 PR P NA

Canopy/Roof cover .....

**Supporting documents**

3.20  **Required**

**Energy code compliance forms/calculations**....

3.21 PR P NA

Material safety data sheets (MSDS) .....

3.22 PR P NA

Hazardous materials inventory statement (HMIS) .....

3.23 PR P NA

Hazardous materials management plan (HMMP) .....

3.24 PR P NA

Written fire and life-safety evacuation plan for area of rescue assistance.....

3.25 PR P NA

Active and passive smoke-control information ..

3.26 PR P NA

Energy Systems Commissioning Form .....

**SECTION 4.0 — STRUCTURAL DATA**

**Construction documents**

Sheet #  
(or see attached)

4.1  **Required**

**Structural cover sheet**.....

4.2 PR P NA

Foundation plan.....

4.3 PR P NA

Under-slab mechanical plan.....

4.4 PR P NA

Under-slab electrical plan .....

4.5 PR P NA

Under-slab plumbing plan .....

4.6 PR P NA

Floor framing plan .....

4.7 PR P NA

Roof framing plan .....

4.8 PR P NA

Structural elevations.....

4.9 PR P NA

Structural details and cross sections.....

4.10 PR P NA

Special inspector/structural observation matrix ....

4.11 PR P NA

Plumbing & Mechanical Seismic Supports .....

4.12 PR P NA

Storage Racks Seismic Design.....

**Supporting documents**

4.20  **Required**

**Two sets of Structural calculations**.....

4.21 PR P NA

Geotechnical/soil engineer report.....

4.22 PR P NA

Site-specific seismic hazard report.....

4.23 PR P NA

Design narrative.....

4.24 PR P NA

Special Insp. & Quality Assurance per Ch. 17 IBC.....

**SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)**

**Construction documents**

Sheet #  
(or see attached)

5.1	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Floor plan</b> .....	_____
5.2	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Equipment schedule</b> .....	_____
5.3	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Outside Air(OSA) Table</b> .....	_____
5.4	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Site plan.....	_____
5.5	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Under-slab mechanical plan.....	_____
5.6	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Roof plan .....	_____
5.7	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Fuel gas piping plan.....	_____
5.8	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	HVAC equipment and duct plan(s) .....	_____
5.9	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Roof access details .....	_____
5.10	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Duct smoke detector plans .....	_____
5.11	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Fire/smoke damper locations .....	_____
5.12	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Smoke control plan.....	_____
5.13	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Refrigeration equipment and piping plan.....	_____
5.14	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Kitchen equipment plan .....	_____
5.15	<input type="checkbox"/>	PR <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"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Fume/vapor hood plan .....	_____
5.17	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Process piping/product and/or exhaust-conveying duct plan.....	_____
5.18	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Fire-rated construction details.....	_____
5.19	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Equipment hanger/fastener details .....	_____

**Supporting documents**

5.20	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Structural calculations for vertical loads and lateral loads for equipment weighing over 400 lbs</b>	_____
5.21	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Outside air (OSA) calculations</b> .....	_____
5.22	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Energy code compliance forms</b> .....	_____
5.23	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications .....	_____
5.24	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Smoke-control calculations .....	_____
5.25	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Combustion air calculations.....	_____
5.26	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Fuel gas piping sizing calculations.....	_____
5.27	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Make-up air calculations .....	_____

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

**Construction documents**

Sheet #  
(or see attached)

6.1	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Roof plan</b> .....	_____
6.2	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Roof framing plan .....	_____
6.3	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Fuel gas piping plan .....	_____
6.4	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Roof access details.....	_____

**Supporting documents**

6.20	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Structural calculations for vertical loads and lateral loads for equipment weighing over 400 lbs</b>	_____
6.21	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications.....	_____
6.22	<input type="checkbox"/>	PR <input type="checkbox"/> P <input type="checkbox"/> NA	Fuel gas piping sizing calculations.....	_____
6.23	<input type="checkbox"/>	PR <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**

Sheet #  
(or see attached)

- 7.1  **Required**      **Site plan** .....
- 7.2  **Required**      **Floor plan(s)**.....
- 7.3  **Required**      **Kitchen equipment plan** .....
- 7.4  **Required**      **Kitchen equipment and hood elevations**.....
- 7.5  **Required**      **Cross sections through hoods, ducts and shafts**....
- 7.6  **Required**      **Fire-rated construction details** .....
- 7.7 PR P NA      Roof plan .....
- 7.8 PR P NA      Fire suppression details .....

**Supporting documents**

- 7.20  **Required**      **Structural calculations for vertical loads and lateral loads**
- 7.21  **Required**      **Make-up air calculations** .....
- 7.22 PR P NA      Equipment manufacturers' catalog "cut sheets" or specifications.....
- 7.23 PR P NA      Hood/grease extractor listing documentation.....
- 7.24 PR P NA      Hood/grease duct sizing calculations .....
- 7.25 PR P NA      Fire suppression information .....

**SECTION 8.0 — PLUMBING DATA**

**Construction documents**

Sheet #  
(or see attached)

- 8.1  **Required**      **Floor plan(s)**.....
- 8.2  **Required**      **Piping and material schedule**.....
- 8.3  **Required**      **Equipment layout plan** .....
- 8.4  **Required**      **Fixture schedule & trap/interceptors**.....
- 8.5 PR P NA      Site utility plan .....
- 8.6 PR P NA      Building cross section .....
- 8.7 PR P NA      Riser diagrams(Isometric Drawings) .....
- 8.8 PR P NA      Roof plan .....
- 8.9 PR P NA      Back flow prevention location.....
- 8.10 PR P NA      Irrigation plan .....
- 8.11 PR P NA      Fire-rated construction details.....
- 8.12 PR P NA      Under-slab plumbing plan .....

**Supporting documents**

- 8.20  **Required**      **Structural calculations for vertical loads and lateral loads for equipment weighing over 400 lbs**
- 8.21 PR P NA      Equipment manufacturers' catalog "cut sheets" or specifications.....
- 8.22 PR P NA      Utility maintenance agreements .....
- 8.23 PR P NA      Water supply calculations .....
- 8.24 PR P NA      Sanitary system calculations .....
- 8.25 PR P NA      Irrigation demand calculations.....
- 8.26 PR P NA      Roof drain and storm water calculations.....

**SECTION 9.0 — ELECTRICAL DATA**

**Construction documents**

Sheet # or  
(see attached)

- 9.1 PR P NA No. of sets of plans: \_\_\_\_\_
- 9.2 PR P NA Floor plan(s) .....
- 9.3 PR P NA Electrical load calculations.....
- 9.4 PR P NA One line diagram.....
- 9.5 PR P NA Feeder riser diagram.....
- 9.6 PR P NA Available fault current information .....
- 9.7 PR P NA Panel schedule(s) .....
- 9.8 PR P NA Site electrical plan .....
- 9.9 PR P NA Fire-rated construction details.....
- 9.10 PR P NA Lighting plan .....
- 9.11 PR P NA Emergency power system and lighting plan .....
- 9.12 PR P NA Under-slab electrical plan .....

**Supporting documents**

**9.20  Required**

**Structural calculations for vertical loads and lateral loads for equipment weighing over 400 lbs**

- 9.21 PR P NA Energy code compliance forms and calculations for lighting.....
- 9.22 PR P NA Emergency power system specifications.....
- 9.23 PR P NA Feeder riser information .....
- 9.24 PR P NA Lighting equipment manufacturers' catalog "cut sheets" or specifications .....

**SECTION 10.0 — FIRE SUPPRESSION DATA**

**Construction documents**

Sheet # or  
(see attached)

- 10.1 PR P NA Floor plan(s) .....
- 10.2 PR P NA Sprinkler piping plan(s).....
- 10.3 PR P NA Site plan (FDC and hydrant) .....
- 10.4 PR P NA Standpipe information .....
- 10.5 PR P NA Back flow prevention information .....
- 10.6 PR P NA Reflected ceiling plan(s) .....
- 10.7 PR P NA Transverse and longitudinal cross sections .....
- 10.8 PR P NA Fire-rated construction details.....
- 10.9 PR P NA Specialty fire suppression system plans and list of systems .....
- 10.10 PR P NA High Pile Storage Racks .....

**Supporting documents**

- 10.20 PR P NA Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds .....
- 10.21 PR P NA Equipment manufacturers' catalog "cut sheets" .....
- 10.22 PR P NA Hydraulic calculations.....
- 10.23 PR P NA Specialty fire suppression system information .....

**SECTION 11.0 — FIRE DETECTION AND ALARM DATA**

**Construction documents**

Sheet # or  
(see attached)

- 11.1 PR P NA Floor plan(s).....
- 11.2 PR P NA Site plan.....
- 11.3 PR P NA Reflected ceiling plan(s).....
- 11.4 PR P NA Transverse and longitudinal cross sections.....
- 11.5 PR P NA Wiring schematic.....
- 11.6 PR P NA Elevator recall information.....
- 11.7 PR P NA Operational matrix.....
- 11.8 PR P NA Fire-rated construction details.....
- 11.9 PR P NA Standard electrical notes.....
- 11.10 PR P NA Fire Emergency exit plan.....
- 11.11 PR P NA Smoke/Fire Damper plan.....

**Supporting documents**

- 11.20 PR P NA Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds.....
- 11.21 PR P NA Equipment manufacturers' catalog "cut sheets".....
- 11.22 PR P NA Installer certification information.....
- 11.23 PR P NA Battery calculations.....
- 11.24 PR P NA Sample fire alarm log book.....
- 11.25 PR P NA Emergency power system specifications.....
- 11.26 PR P NA Monitoring station information.....
- 11.27 PR P NA Voltage drop calculations.....

**SECTION 12.0 — RE-ROOF INSTALLATION DATA**

**Construction documents**

Sheet # or  
(see attached)

- 12.1 PR P NA Site plan or building location map.....
- 12.2 PR P NA Occupancy classification.....
- 12.3 PR P NA Type of construction.....
- 12.4 PR P NA Minimum roof class required.....
- 12.5 PR P NA Class of roofing to be installed.....
- 12.6 PR P NA Roof plan.....
- 12.7 PR P NA Parapet and scupper cross section(s).....
- 12.8 PR P NA Insulation and Ventilation.....

**Supporting documents**

- 12.20 PR P NA Pre-re-roof inspection report.....
- 12.21 PR P NA Roofing system listing information.....
- 12.22 PR P NA Roofing manufacturer's catalog "cut sheets".....
- 12.23 PR P NA Structural calculations.....
- 12.25 PR P NA Structural engineer's report.....

**SECTION 13.0 — HIGH PILE RACKING DATA**

**Construction documents**

Sheet # or  
(see attached)

- 13.1 PR P NA Floor plan (location and dimensions of HP storage area)..... \_\_\_\_\_
- 13.2 PR P NA Usable Storage Height..... \_\_\_\_\_
- 13.3 PR P NA Number of Tiers..... \_\_\_\_\_
- 13.4 PR P NA Commodity clearance(top of storage to sprinkler deflector)..... \_\_\_\_\_
- 13.5 PR P NA Aisle dimensions between racks..... \_\_\_\_\_
- 13.6 PR P NA Maximum pile volume for each stage array..... \_\_\_\_\_
- 13.7 PR P NA Location and classification of commodities..... \_\_\_\_\_
- 13.8 PR P NA Location of banded and encapsulated commodities..... \_\_\_\_\_
- 13.9 PR P NA Location of fire access..... \_\_\_\_\_
- 13.10 PR P NA Type of fire supression and detection systems..... \_\_\_\_\_
- 13.13 PR P NA Location of valves controlling ceiling and rack sprinklers..... \_\_\_\_\_
- 13.14 PR P NA Type, Location and specifications on smoke removal and curtain boarks..... \_\_\_\_\_
- 13.15 PR P NA Transverse and longitudinal flue space dimensions.... \_\_\_\_\_

**Supporting documents**

- 13.20 PR P NA Structural Calculations..... \_\_\_\_\_
- 13.21 PR P NA Additional information as required by the Fire Marshal..... \_\_\_\_\_

**SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS**

**Construction documents**

Sheet # or (see attached)

- 13.1  **Required** **HVAC Commissioning Reports** \_\_\_\_\_
- 13.2 PR P NA \_\_\_\_\_
- 13.3 PR P NA \_\_\_\_\_
- 13.4 PR P NA \_\_\_\_\_
- 13.5 PR P NA \_\_\_\_\_
- 13.6 PR P NA \_\_\_\_\_
- 13.7 PR P NA \_\_\_\_\_
- 13.8 PR P NA \_\_\_\_\_
- 13.9 PR P NA \_\_\_\_\_
- 13.10 PR P NA \_\_\_\_\_