

## COMMERCIAL BUILDING PLAN REVIEW CHECK LIST

The following checklist is to provide the minimum information needed to complete the initial plan review. This checklist is only a guideline and does not relieve the designer of the responsibility of providing all information needed to assure compliance with all adopted codes. **Any information not shown on site plan or blank not filled in checklist, the BUILDING PERMIT WILL BE DELAYED UNTIL THE INFORMATION IS PROVIDED.**

**Detailed use of building:** \_\_\_\_\_

Occ Group(s) \_\_\_\_\_ Bldg Type(s) \_\_\_\_\_ Number of stories \_\_\_\_\_

New Bldg. Area \_\_\_\_\_ Addition area \_\_\_\_\_ Fire Sprinklers Y \_\_\_\_\_ N \_\_\_\_\_

100 yr. Flood Zone Y \_\_\_\_\_ N \_\_\_\_\_ Haz. Materials Y \_\_\_\_\_ N \_\_\_\_\_ Sprinkler Density \_\_\_\_\_

Mezzanine Y \_\_\_\_\_ N \_\_\_\_\_ Area(s) \_\_\_\_\_ Fire Alarm Y \_\_\_\_\_ N \_\_\_\_\_

Occ Separations Y \_\_\_\_\_ N \_\_\_\_\_ Fire Rating(s) \_\_\_\_\_ Grease Intercept Y \_\_\_\_\_ N \_\_\_\_\_

Area Separation Y \_\_\_\_\_ N \_\_\_\_\_ Sand/oil Separator Y \_\_\_\_\_ N \_\_\_\_\_

### PLAN SUBMITTAL REQUIREMENTS – 1 SET OF COMPLETE PLAN

Plans must be minimum size of 18" x 24" and be ink or print

\*Site Plan \_\_\_\_\_ Grading Plan \_\_\_\_\_ Erosion Control Plan \_\_\_\_\_ Landscape Plan \_\_\_\_\_

Foundation Plan \_\_\_\_\_ Floor Plan \_\_\_\_\_ \*Bldg Sections \_\_\_\_\_ Bldg Elevations \_\_\_\_\_

\*Roof Plan w/drain \_\_\_\_\_ Struc Plans \_\_\_\_\_ Truss Calcs \_\_\_\_\_ Structural Calcs \_\_\_\_\_

Details/Specs \_\_\_\_\_ Electrical Plan \_\_\_\_\_ Elec Load Calcs \_\_\_\_\_ Mech Plan/Specs \_\_\_\_\_

Plumb/Gas Pipe \_\_\_\_\_ Material Safety Data Sheets and Quantities \_\_\_\_\_

Must state building type, allowable area, exiting, separations and etc., according to the Indiana Building Code.

\*Not required for interior remodel. ONLY WHEN CHANGING THE STRUCTURE, ADDITIONS, ALTERATIONS, AND ANY NEW CONSTRUCTION.

\*SITE PLAN – Must show all property lines and streets, the location of all existing and proposed structures and the location of the existing distances from the proposed structure to each property line and to the right-of-way.

FLOOR and ROOF PLANS – Including dimensions, windows, and doors.