



# Commercial Plan Review Submittal Checklist

Department of Consumer & Business Services

Building Codes Division

1535 Edgewater St. NW, Salem, Oregon

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oregon.gov/bcd

## DEPARTMENT USE ONLY

Plan review no.:

Permit no.:

Office:

BCD employee initials:

### JOB INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### OWNER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### ARCHITECT / ENGINEER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### APPLICANT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### REVIEW INFORMATION

Declaration of value: \$ \_\_\_\_\_ Building sq. ft.: \_\_\_\_\_ Review fee: \$ \_\_\_\_\_

Building use (be specific): \_\_\_\_\_

Check type of review:  Fire and life safety  Structural  Mechanical  Sprinkler  Alarm

### MINIMAL PLAN REQUIREMENTS CHECKLIST

Three sets of plans and the following items are required for review: \_

Initials \_\_\_\_\_ Date \_\_\_\_\_  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
9. \_\_\_\_\_

- Site plan:** changes of occupancy, additions, alterations, and new construction
- Floor/roof plans:** including dimensions, windows, and doors
- Floor/roof framing:** framing member size, joist, beam, and column
- Foundation plan:** wall dimensions and footings — for complete review
- Building elevations:** minimum two views
- Building cross-sections:** structural members, roof and wall sheathing
- Structural calculations:** new or change of occupancy
- Electrical:** exits, fire alarms, and fire and life safety equipment
- Energy documentation:** If building is heated or cooled, submit on Oregon Energy Code guideline forms.  
**Residential (motels, SR, apartments):** identify path \_\_\_\_\_
- Complete specifications:** quality and type of all construction materials, and methods of construction
- Architect/engineer stamp:** over 4,000 sq. ft. or 20' height — Architect law-ORS 671.030, Engineer law-ORS 672.020
- Mechanical plans:** equipment location, size, type, and layout — fan capacity, etc.
- Disabled access:** indicate compliance measures
- Minimum scale:** 1/8" -minimum paper size: 8 1/2" X 11" on all plans

Other agency clearances:

- 15. \_\_\_\_\_ Department of Environmental Quality or local sanitary authority
- 16. \_\_\_\_\_ Local planning department: zoning, special land use. Building is in flood plain?  Yes  No

APPLICANT: \_\_\_\_\_  
Signature

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

