



# COMMERCIAL PERMIT CHECKLIST – BUILDING INTERIOR OR EXTERIOR ALTERATIONS/MISCELLANEOUS

## Intake Screening

Permit #: \_\_\_\_\_

Intake _____	Notes: _____	_____	OK?
LUA _____	Notes: _____	_____	_____
PW _____	Notes: _____	_____	_____
Bdg _____	Notes: _____	_____	_____
Route to LUA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

GENERAL INFORMATION	
Project Address:	Unit: _____ Floor: _____
Map & Tax Lot #:	
Business Name:	
Zoning:	Overlays:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a permitted use?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the building designated historic?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this project located in a Special Flood Hazard Area?
Comments:	
SITE PLAN	
<input type="checkbox"/>	Property lines with dimensions , north arrow, and drawn to scale (minimum 1:20 scale)
<input type="checkbox"/>	All site work (patio, paving, walkway, loading dock, etc.) shown
<input type="checkbox"/>	Site plan with entire development site shown, all existing and proposed improvements, and all structures and distances between structures shown
<input type="checkbox"/>	Vehicle parking layout includes the following: <i>(note: if new or replaced parking/paving proposed, stormwater standards apply)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> All parking spaces &amp; drive aisles with dimensions</li> <li><input type="checkbox"/> Accessible parking spaces identified with dimensions</li> <li><input type="checkbox"/> Accessible route from the parking space(s) to the accessible building entry</li> <li><input type="checkbox"/> Vehicle parking analysis</li> </ul>
<input type="checkbox"/>	Bicycle parking (note if new or existing) <ul style="list-style-type: none"> <li><input type="checkbox"/> Analysis</li> <li><input type="checkbox"/> Short term location &amp; details (covers as required by #s)</li> <li><input type="checkbox"/> Long term location &amp; details</li> </ul>
Comments:	
ARCHITECTURAL PLAN	
<input type="checkbox"/>	Scope of work clearly identified
<input type="checkbox"/>	General Notes including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Code Summary</li> <li><input type="checkbox"/> Building code edition</li> <li><input type="checkbox"/> Building construction type</li> <li><input type="checkbox"/> Uses of building</li> <li><input type="checkbox"/> Occupancy Classification(s)</li> <li><input type="checkbox"/> Number of stories</li> <li><input type="checkbox"/> Total square footage of entire building</li> <li><input type="checkbox"/> Total square footage of tenant infill</li> <li><input type="checkbox"/> Sprinklered building <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Fire alarmed building <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>

<input type="checkbox"/>	<input type="checkbox"/> Separated use or <input type="checkbox"/> Non separated use <input type="checkbox"/> Number of water closets/lavs. required and number provided
<input type="checkbox"/>	Licensed designer stamp if building exceeds ground area of 4,000 sq ft or height limit of over 20 feet or if change of use
<input type="checkbox"/>	Egress Plan – must be shown graphically with travel lengths dimensioned <input type="checkbox"/> Egress paths from the altered area to the exterior of the building with <input type="checkbox"/> Exit Signs <input type="checkbox"/> Egress Lighting layout
<input type="checkbox"/>	Accessibility <input type="checkbox"/> Accessible clearances shown, i.e. maneuvering clearances, clear floor space <input type="checkbox"/> Toilet/bathing room/kitchen fixtures & accessories with plans & elevations views with fixtures and accessories identified <input type="checkbox"/> Provide an itemized list detailing where up to 25% of the cost of the alterations that affect the usability of the area of primary function will be spent on the removal of existing architectural barriers, priority to be given to the list of elements in the order provided in ORS 447.241(4).
<input type="checkbox"/>	Floor plan(s) to scale <input type="checkbox"/> Tenant infill space w/dimensions (showing single floor and/or multiple floors if applicable) and location within building <input type="checkbox"/> Fully dimensioned and labeled <input type="checkbox"/> Any new exterior openings shown <input type="checkbox"/> Include removed, existing, and proposed walls with a wall legend <input type="checkbox"/> Detailed floor plan(s) showing square footage/use calculations (car/bike parking calculations must be based on the totals for all buildings on the development site) <input type="checkbox"/> Doors with swing direction & maneuvering clearances <input type="checkbox"/> Stairs, ramps, and elevators <input type="checkbox"/> Fire extinguisher types and locations <input type="checkbox"/> Wall type details with fire-rating of walls, types, hourly ratings, and reason (i.e. area separations, occupancy separations, exits enclosures, shafts) <input type="checkbox"/> Bike Parking for long-term spaces if proposed inside building
<input type="checkbox"/>	Enlarged construction details of new walls with floor and ceiling attachment noted
<input type="checkbox"/>	Doors and window <input type="checkbox"/> sizes, <input type="checkbox"/> fire-rating, and <input type="checkbox"/> Hardware for all doors affected
<input type="checkbox"/>	Use of each room labeled/square feet of each room/OLF/Occupant load
<input type="checkbox"/>	Exterior building elevations if adding windows or openings
<input type="checkbox"/>	Water heater locations (only new water heaters)
<input type="checkbox"/>	Suspended ceiling details
Comments:	
<b>MECHANICAL PLAN</b>	
<input type="checkbox"/>	Value of mechanical work (cost of equipment & labor) __\$_____
<input type="checkbox"/>	All new mechanical equipment listed
<input type="checkbox"/>	COMcheck Mechanical form with signatures
<input type="checkbox"/>	Outdoor air & exhaust calculations
<input type="checkbox"/>	Additions or alterations to existing system shown via duct layout and damper schedule
<input type="checkbox"/>	If a hood is required, hood information to include clearances and exhaust
<input type="checkbox"/>	Cut sheets for all new appliances; show layout of (E) existing and (N) new
<input type="checkbox"/>	Fire and/or smoke dampers shown at penetrations through fire-rated construction

