



# COMMERCIAL EXPRESS PERMIT CHECKLIST

Permit Tech Initials (OK for CEP)

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

OK?

Intake _____	Notes: _____	_____
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?	
Additional information regarding this property can be obtained at <a href="#">Eugene Property Explorer</a>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this property located in a Special Flood Hazard Area?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the building designated historic?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this property located in the Willamette Greenway?	
Comments:		

## ELIGIBILITY

Does the project qualify for commercial express  Yes  No

## 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 dimensioned and distance from structures to property line dimensioned
<input type="checkbox"/>	Setbacks identified on site plan: <input type="checkbox"/> front <input type="checkbox"/> interior <input type="checkbox"/> special setbacks
<input type="checkbox"/>	For on-site vehicle parking: Site Plan should show all parking, including accessible parking space(s) with dimensions, and the accessible route from the parking space(s) to the accessible building entry
<input type="checkbox"/>	For any additional exterior paving/impervious surfaces, show all paving/impervious surfaces and designate which is new (N) and which is existing (E). Include the total square footage of each.
<input type="checkbox"/>	Bicycle parking (note if new or existing) <input type="checkbox"/> Analysis <input type="checkbox"/> Short term location & details (covers as required by #s) <input type="checkbox"/> Long term location & details
<input type="checkbox"/>	Pedestrian circulation shown (applies to new development and/or building entrances) with site accessible route clearly identified
<input type="checkbox"/>	Multi-tenant building <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Entire tenant space shown and locations within the building

Comments:

<b>ARCHITECTURAL PLAN</b>			
<input type="checkbox"/>	General Notes including <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Code Summary  <input type="checkbox"/> Building code edition  <input type="checkbox"/> Building construction type  <input type="checkbox"/> Uses of building  <input type="checkbox"/> Occupancy Classification(s)  <input type="checkbox"/> Separated use or    <input type="checkbox"/> Non separated use                             </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Number of stories  <input type="checkbox"/> Total square footage of entire building &amp; per story  <input type="checkbox"/> Total square footage of addition  <input type="checkbox"/> Sprinklered building        <input type="checkbox"/> Yes        <input type="checkbox"/> No  <input type="checkbox"/> Fire alarmed building       <input type="checkbox"/> Yes        <input type="checkbox"/> No  <input type="checkbox"/> Number of water closets/lavs. required and number provided                             </td> </tr> </table>	<input type="checkbox"/> Code Summary <input type="checkbox"/> Building code edition <input type="checkbox"/> Building construction type <input type="checkbox"/> Uses of building <input type="checkbox"/> Occupancy Classification(s) <input type="checkbox"/> Separated use or <input type="checkbox"/> Non separated use	<input type="checkbox"/> Number of stories <input type="checkbox"/> Total square footage of entire building & per story <input type="checkbox"/> Total square footage of addition <input type="checkbox"/> Sprinklered building <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Fire alarmed building <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of water closets/lavs. required and number provided
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<input type="checkbox"/>	Licensed designer stamp and the licensed design must be present if structure is over 4000 sq.ft. (footprint) or more than 20' in height and any structural elements of the building are involved in the project or the occupancy or code-related use classification is changing or being added to the previously legally established classification.		
<input type="checkbox"/>	Egress Layout Plan – must be shown graphically with travel lengths dimensioned <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Egress paths from the altered area to the exterior of the building  <input type="checkbox"/> Exit Signs                             </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Egress Lighting Layout                             </td> </tr> </table>	<input type="checkbox"/> Egress paths from the altered area to the exterior of the building <input type="checkbox"/> Exit Signs	<input type="checkbox"/> Egress Lighting Layout
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<input type="checkbox"/>	Accessibility <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Accessible clearances shown, i.e. maneuvering clearances at doors, clear floor space at fixtures, etc.  <input type="checkbox"/> Elevations of accessible counters, toilet facilities, bar and dining surfaces, kitchenettes, etc.  <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).                             </td> <td style="width: 50%;"></td> </tr> </table>	<input type="checkbox"/> Accessible clearances shown, i.e. maneuvering clearances at doors, clear floor space at fixtures, etc. <input type="checkbox"/> Elevations of accessible counters, toilet facilities, bar and dining surfaces, kitchenettes, etc. <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).	
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<input type="checkbox"/>	Floor plan(s) to scale <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Proposed alterations fully dimensioned and room uses labeled  <input type="checkbox"/> Include removed, existing, and proposed walls with a wall legend  <input type="checkbox"/> Doors with swing direction  <input type="checkbox"/> Any exterior openings shown  <input type="checkbox"/> Fire-rating of walls and reason (i.e. area separations, occupancy separations, corridors, exits, enclosures, shafts, etc.                             </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Fire rated wall types, i.e. fire walls, fire barrier, smoke partitions  <input type="checkbox"/> Bike parking for long-term spaces if proposed inside building  <input type="checkbox"/> Fire extinguisher types and locations                             </td> </tr> </table>	<input type="checkbox"/> Proposed alterations fully dimensioned and room uses labeled <input type="checkbox"/> Include removed, existing, and proposed walls with a wall legend <input type="checkbox"/> Doors with swing direction <input type="checkbox"/> Any exterior openings shown <input type="checkbox"/> Fire-rating of walls and reason (i.e. area separations, occupancy separations, corridors, exits, enclosures, shafts, etc.	<input type="checkbox"/> Fire rated wall types, i.e. fire walls, fire barrier, smoke partitions <input type="checkbox"/> Bike parking for long-term spaces if proposed inside building <input type="checkbox"/> Fire extinguisher types and locations
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<b>PLUMBING/SDC INFO</b>			
<input type="checkbox"/>	Plumbing Fixture Layout <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Existing plumbing fixtures labeled to be demolished/removed: (R)  <input type="checkbox"/> Existing fixtures to remain labeled existing: (E)  <input type="checkbox"/> Proposed new fixtures labeled new: (N)                             </td> <td style="width: 50%;"></td> </tr> </table>	<input type="checkbox"/> Existing plumbing fixtures labeled to be demolished/removed: (R) <input type="checkbox"/> Existing fixtures to remain labeled existing: (E) <input type="checkbox"/> Proposed new fixtures labeled new: (N)	
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<b>ELECTRICAL</b>			
<input type="checkbox"/>	Egress lighting layout		
<input type="checkbox"/>	Lighting layout/reflected ceiling plan		
<input type="checkbox"/>	Lighting fixture schedule		
<input type="checkbox"/>	Lighting budget/COMCheck forms (signed)		
<input type="checkbox"/>	Number of circuits new or altered _____		
<input type="checkbox"/>	Number and location of new or relocated panels _____		
<b>MECHANICAL</b>			
<input type="checkbox"/>	OSA (outside air) Calculation/ventilation calculations (minimum rates from OMSC Table -403.3)		
<input type="checkbox"/>	All new mechanical equipment listed/shown on plans		
<input type="checkbox"/>	Additions or alterations to existing system shown via duct layout and damper schedule		
<input type="checkbox"/>	Hood information if a hood is required		

<b>MECHANICAL (continued)</b>	
<input type="checkbox"/>	HVAC plan is required when there are new or replacement units. Identify the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Weights of the mechanical equipment provided      <input type="checkbox"/> Locations, and</li> <li><input type="checkbox"/> Type      <input type="checkbox"/> Sizes</li> <li><input type="checkbox"/> Dimensions from new equipment to the edge of the roof</li> <li><input type="checkbox"/> Distinguish between new (N) and existing (E)</li> </ul>
Comments:	
<b>STRUCTURAL</b>	
<input type="checkbox"/>	Structural changes to space <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Engineering calculation packet with engineering details incorporated into the plans or cross-referenced on the plans. The stamping individual must be present during the review.
<input type="checkbox"/>	For all projects where new openings are created in exterior walls, include a new lateral analysis of that wall line (and/or provide calculations showing compliance with OSSC Section 3403.4)
<input type="checkbox"/>	For all projects that include an addition of square footage, provide complete new lateral analysis of the structure (and/or provide calculations showing compliance with OSSC Section 3403.4)
<input type="checkbox"/>	Analysis addressing Sections 3403.3 & 3403.4 for existing structural elements for additions and 2404.3 & 3404.4 for existing structural elements for alterations
Comments:	