TRI-COUNTY SERVICE CENTER

Clackamas
Multnomah
Washington
COUNTIES

Tri-County Commercial Application Checklist

City of Sherwood

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PROJECT INFORMATION			
Project name:			Date:
Address:	City:	State:	ZIP:
Scope of work:			
Reference no.:	Map and tax-lot no.:		
Contact person name:	Company:		
Phone:	Fax:		
Cellular phone:	E-mail:		

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.
- 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 must provide this information for plan review.
- In the checklist, "P" means —
  - *if checked by the applicant* — the information is provided for the plan review.
  - *if checked by the plans reviewer* — this information is required 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 may 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, schematic, or in-progress phase, or when the applicant has completed plans.

INDEX OF CHECKLIST SECTIONS

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

This checklist is for building department jurisdictions in Clackamas, Multnomah, and Washington counties.

SECTION 1.0 — GENERAL PROJECT DATA

Construction documents — *Location (sheet number or spec section)*

1.1	☒ Required			No. of sets of plans: 4	____
1.2	☒ Required			Cover sheet title block	____
1.3	☒ Required			Cover sheet vicinity map	____
1.4	☒ Required			Cover sheet plan index	____
1.5	☐ P	☐ NA		Code summary	____
1.6	☐ P	☐ NA		Deferred submittal summary	____
1.7	☐ P	☐ NA		Professional stamp and signature	____
1.8	☐ P	☐ NA		Fire and life-safety plan	____
1.9	☐ P	☐ NA		Landscape plan	____
1.10	☐ P	☐ NA		Landscape specifications	____

Supporting documents — *Notes*

1.20	☐ P	☐ NA	Land-use or planning actions	____
1.21	☐ P	☐ NA	Required fire-flow calculations	____
1.22	☐ P	☐ NA	Fire-hydrant flow-test report	____
1.23	☐ P	☐ NA	Fire department or fire district building survey report	____
1.24	☐ P	☐ NA	Material safety data sheets (MSDS)	____

SECTION 2.0 — CIVIL DATA

Construction documents — *Location (sheet number or spec section)*

2.1	☒ Required		Site plan	____
2.2	☒ Required		Site utility plan	____
2.3	☒ Required		Grading plan	____
2.4	☒ Required		Erosion-control plan	____
2.5	☐ P	☐ NA	Utility-vault location and details	____

Supporting documents — *Notes*

2.20	☐ P	☐ NA	Geotechnical/soil engineer report	____
2.21	☐ P	☐ NA	Storm-water calculations	____
2.22	☐ P	☐ NA	Site retaining-wall structural calculations	____
2.23	☐ P	☐ NA	"Assurance of Compliance" with environmental rules	____

SECTION 3.0 — ARCHITECTURAL DATA

Construction documents *Location (sheet number or spec section)*

3.1	☒ Required			Floor plan(s)	_____
3.2	☒ Required			Transverse and longitudinal cross sections	_____
3.3	☒ Required			OSSC Chapter 11 accessibility requirements	_____
3.4	☐ P	☐ NA		Interior elevations	_____
3.5	☐ P	☐ NA		Exterior elevations	_____
3.6	☐ P	☐ NA		Roof plans	_____
3.7	☐ P	☐ NA		Exterior wall sections and details	_____
3.8	☐ P	☐ NA		Reflected ceiling plan(s)	_____
3.9	☐ P	☐ NA		Fire-rated construction details	_____
3.10	☐ P	☐ NA		Energy code compliant construction details and specifications	_____
3.11	☐ P	☐ NA		Door schedule	_____
3.12	☐ P	☐ NA		Glazing schedule	_____
3.13	☐ P	☐ NA		Furniture plan	_____

Supporting documents *Notes*

3.20	☐ P	☐ NA		Energy code compliance forms/calculations	_____
3.21	☐ P	☐ NA		Material safety data sheets (MSDS)	_____
3.22	☐ P	☐ NA		Hazardous materials inventory statement (HMIS)	_____
3.23	☐ P	☐ NA		Hazardous materials management plan (HMMP)	_____
3.24	☐ P	☐ NA		Written fire and life-safety evacuation plan for area of rescue assistance	_____
3.25	☐ P	☐ NA		Active and passive smoke-control information	_____

SECTION 4.0 — STRUCTURAL DATA

Construction documents *Location (sheet number or spec section)*

4.1	☒ Required			Structural cover sheet	_____
4.2	☐ P	☐ NA		Foundation plan	_____
4.3	☐ P	☐ NA		Under-slab mechanical plan	_____
4.4	☐ P	☐ NA		Under-slab electrical plan	_____
4.5	☐ P	☐ NA		Under-slab plumbing plan	_____
4.6	☐ P	☐ NA		Floor framing plan	_____
4.7	☐ P	☐ NA		Roof framing plan	_____
4.8	☐ P	☐ NA		Structural elevations	_____
4.9	☐ P	☐ NA		Structural details and cross sections	_____
4.10	☐ P	☐ NA		Standpipe information	_____
4.11	☐ P	☐ NA		Special inspector/structural observation matrix	_____

Supporting documents *Notes*

4.20	☐ P	☐ NA		Geotechnical/soil engineer report	_____
4.21	☐ P	☐ NA		Site-specific seismic hazard report	_____
4.22	☐ P	☐ NA		Design narrative	_____
4.23	☐ P	☐ NA		Structural calculations	_____

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

Construction documents — *Location (sheet number or spec section)*

5.1	☒ Required		Floor plan	_____
5.2	☒ Required		Equipment schedule	_____
5.3	☐ P	☐ NA	Site plan	_____
5.4	☐ P	☐ NA	Under-slab mechanical plan	_____
5.5	☐ P	☐ NA	Roof plan	_____
5.6	☐ P	☐ NA	Fuel gas piping plan	_____
5.7	☐ P	☐ NA	HVAC equipment and duct plan(s)	_____
5.8	☐ P	☐ NA	Roof access details	_____
5.9	☐ P	☐ NA	Duct smoke detector plans	_____
5.10	☐ P	☐ NA	Fire/smoke damper locations	_____
5.11	☐ P	☐ NA	Smoke control plan	_____
5.12	☐ P	☐ NA	Outside air (OSA) table	_____
5.13	☐ P	☐ NA	Refrigeration equipment and piping plan	_____
5.14	☐ P	☐ NA	Kitchen equipment plan	_____
5.15	☐ P	☐ NA	Type I and/or Type II kitchen hood plan (see Section 7.0 — Mechanical Data)	_____
5.16	☐ P	☐ NA	Fume/vapor hood plan	_____
5.17	☐ P	☐ NA	Process piping/product and/or exhaust-conveying duct plan	_____
5.18	☐ P	☐ NA	Fire-rated construction details	_____
5.19	☐ P	☐ NA	Equipment hanger/fastener details	_____

Supporting documents — *Notes*

5.20	☒ Required		Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds	_____
5.21	☐ P	☐ NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
5.22	☐ P	☐ NA	Outside air (OSA) calculations	_____
5.23	☐ P	☐ NA	Smoke-control calculations	_____
5.24	☐ P	☐ NA	Combustion air calculations	_____
5.25	☐ P	☐ NA	Fuel gas piping sizing calculations	_____
5.26	☐ P	☐ NA	Make-up air calculations	_____
5.27	☐ P	☐ NA	Energy code compliance forms	_____
5.28	☐ P	☐ NA	Boiler information	_____

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

Construction documents — *Location (sheet number or spec section)*

6.1 ☒ Required Roof plan ..... _____
6.2 ☐ P ☐ NA Roof framing plan ..... _____
6.3 ☐ P ☐ NA Fuel gas piping plan ..... _____
6.4 ☐ P ☐ NA Roof access details ..... _____

Supporting documents — *Notes*

6.20 ☒ Required Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds ..... _____
6.21 ☐ P ☐ NA Equipment manufacturers' catalog "cut sheets" or specifications ..... _____
6.22 ☐ P ☐ NA Fuel gas piping sizing calculations..... _____
6.23 ☐ P ☐ NA Energy code compliance forms..... _____

SECTION 7.0 — MECHANICAL DATA (Type I and Type II kitchen hood permits)

Construction documents — *Location (sheet number or spec section)*

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 ☐ P ☐ NA Roof plan ..... _____
7.6 ☐ P ☐ NA Cross sections through hoods, ducts and shafts ..... _____
7.7 ☐ P ☐ NA Fire-rated construction details..... _____
7.8 ☐ P ☐ NA Fire suppression details ..... _____

Supporting documents — *Notes*

7.20 ☒ Required Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds ..... _____
7.21 ☒ Required Make-up air calculations ..... _____
7.22 ☐ P ☐ NA Equipment manufacturers' catalog "cut sheets" or specifications ..... _____
7.23 ☐ P ☐ NA Hood/grease extractor listing documentation ..... _____
7.24 ☐ P ☐ NA Hood/grease duct sizing calculations ..... _____
7.25 ☐ P ☐ NA Fire suppression information ..... _____

SECTION 8.0 — PLUMBING DATA

Construction documents *Location (sheet number or spec section)*

8.1	☒ Required		Floor plan(s)	_____
8.2	☒ Required		Piping and material schedule	_____
8.3	☒ Required		Equipment layout plan	_____
8.4	☒ Required		Fixture schedule	_____
8.5	☐ P	☐ NA	Site utility plan	_____
8.6	☐ P	☐ NA	Building cross section	_____
8.7	☐ P	☐ NA	Rise diagram	_____
8.8	☐ P	☐ NA	Roof plan	_____
8.9	☐ P	☐ NA	Back flow prevention location	_____
8.10	☐ P	☐ NA	Irrigation plan	_____
8.11	☐ P	☐ NA	Fire-rated construction details	_____
8.12	☐ P	☐ NA	Under-slab plumbing plan	_____

Supporting documents *Notes*

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

SECTION 9.0 — ELECTRICAL DATA

Construction documents — *Location (sheet number or spec section)*

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

Supporting documents — *Notes*

9.20	☒ Required		Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds	_____
9.21	☐ P	☐ NA	Energy code compliance forms and calculations for lighting	_____
9.22	☐ P	☐ NA	Emergency power system specifications	_____
9.23	☐ P	☐ NA	Feeder riser information	_____
9.24	☐ P	☐ NA	Lighting equipment manufacturers' catalog "cut sheets" or specifications	_____

SECTION 10.0 — FIRE SUPPRESSION DATA

Construction documents *Location (sheet number or spec section)*

10.1 ☒ Required Floor plan(s) ..... _____
10.2 ☒ Required Sprinkler piping plan(s) ..... _____
10.3 ☐ P ☐ NA Site plan ..... _____
10.4 ☐ P ☐ NA Standpipe information ..... _____
10.5 ☐ P ☐ NA Back flow prevention information ..... _____
10.6 ☐ P ☐ NA Reflected ceiling plan(s) ..... _____
10.7 ☐ P ☐ NA Transverse and longitudinal cross sections _____
10.8 ☐ P ☐ NA Fire-rated construction details ..... _____
10.9 ☐ P ☐ NA Specialty fire suppression system plans and list of systems ..... _____

Supporting documents *Notes*

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

SECTION 11.0 — FIRE DETECTION AND ALARM DATA

Construction documents *Location (sheet number or spec section)*

11.1 ☒Required Floor plan(s) ..... _____
11.2 ☐ P ☐ NA Site plan ..... _____
11.3 ☐ P ☐ NA Reflected ceiling plan(s) ..... _____
11.4 ☐ P ☐ NA Transverse and longitudinal cross sections ..... _____
11.5 ☐ P ☐ NA Wiring schematic ..... _____
11.6 ☐ P ☐ NA Elevator recall information ..... _____
11.7 ☐ P ☐ NA Operational matrix ..... _____
11.8 ☐ P ☐ NA Fire-rated construction details ..... _____
11.9 ☐ P ☐ NA Standard electrical notes ..... _____

Supporting documents *Notes*

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

SECTION 12.0 — RE-ROOF INSTALLATION DATA

Construction documents			*Location (sheet number or spec section)*
12.1	☒ Required	Site plan or building location map	_____
12.2	☒ Required	Occupancy classification	_____
12.3	☒ Required	Type of construction	_____
12.4	☒ Required	Minimum roof class required	_____
12.5	☒ Required	Class of roofing to be installed	_____
12.6	☒ Required	Roof plan	_____
12.7	☐ P ☐ NA	Parapet and scupper cross section(s)	_____

Supporting documents			*Notes*
12.20	☒ Required	Pre-re-roof inspection report	_____
12.21	☒ Required	Roofing system listing information	_____
12.22	☒ Required	Roofing manufacturer's catalog "cut sheets"	_____
12.23	☐ P ☐ NA	Structural calculations	_____
12.25	☐ P ☐ NA	Structural engineer's report	_____

SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

Construction documents			**Item**	*Location (sheet number or spec section)*
13.1	☐ P ☐ NA	☒ Required *	**CWS Sewer Use Info. Card**	**Rack or Front Counter**
13.2	☐ P ☐ NA	☐ Required	_____	_____
13.3	☐ P ☐ NA	☐ Required	_____	_____
13.4	☐ P ☐ NA	☐ Required	_____	_____
13.5	☐ P ☐ NA	☐ Required	_____	_____
13.6	☐ P ☐ NA	☐ Required	_____	_____
13.7	☐ P ☐ NA	☐ Required	_____	_____
13.8	☐ P ☐ NA	☐ Required	_____	_____
13.9	☐ P ☐ NA	☐ Required	_____	_____
13.10	☐ P ☐ NA	☐ Required	_____	_____

* Required for all New, Change of Use, and Tenant Improvements.