



# Commercial Application Checklist

City of Troutdale

2200 SW 18th Way Troutdale Or 97060

Permit Specialist 503 674-7229

Application No.

Date Received

Received By

## JOB SITE INFORMATION AND LOCATION

Address: City/State/Zip: Troutdale Oregon 97060

Project name:

Description of work:

Applicant name:

Contact name:

Phone:

Fax:

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 no., 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	7.0	Mechanical data (Types I and II kitchen-hood permits)
2.0	Civil data	8.0	Plumbing data
3.0	Architectural data	9.0	Electrical data
4.0	Structural data	10.0	Fire-suppression data
5.0	Mechanical data (new construction, tenant improvement gas-piping permits)	11.0	Fire-detection and fire-alarm data
6.0	Mechanical data (additional or replacement rooftop-equipment installation permits)	12.0	Re-roof installation data
		13.0	Jurisdictional requirements

<b>SECTION 1.0 — GENERAL PROJECT DATA</b>	
<b>Construction documents</b>	Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required	4 set of plans
<input checked="" type="checkbox"/> Required	Cover sheet title block
<input checked="" type="checkbox"/> Required	Cover sheet vicinity map
<input checked="" type="checkbox"/> Required	Cover sheet plan index
<input type="checkbox"/> P <input type="checkbox"/> NA	Professional stamp and signature
<input type="checkbox"/> P <input type="checkbox"/> NA	Code summary
<input type="checkbox"/> P <input type="checkbox"/> NA	Deferred submittal summary
<input type="checkbox"/> P <input type="checkbox"/> NA	Fire and life-safety plan
<input type="checkbox"/> P <input type="checkbox"/> NA	Landscape plan
<input type="checkbox"/> P <input type="checkbox"/> NA	Landscape specifications
<b>Supporting documents</b>	Notes
<input type="checkbox"/> P <input type="checkbox"/> NA	Land-use or planning actions
<input type="checkbox"/> P <input type="checkbox"/> NA	Required fire-flow calculations
<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-hydrant flow-test report
<input type="checkbox"/> P <input type="checkbox"/> NA	Fire department or fire district building survey report
<input type="checkbox"/> P <input type="checkbox"/> NA	Material safety data sheets (MSDS)
<b>SECTION 2.0 — CIVIL DATA</b>	
<b>Construction documents</b>	Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required	Site plan
<input checked="" type="checkbox"/> Required	Site utility plan
<input checked="" type="checkbox"/> Required	Grading plan
<input checked="" type="checkbox"/> Required	Erosion-control plan
<input type="checkbox"/> P <input type="checkbox"/> NA	Utility-vault location and details
<b>Supporting documents</b>	Notes
<input type="checkbox"/> P <input type="checkbox"/> NA	Geotechnical/soil engineer report
<input type="checkbox"/> P <input type="checkbox"/> NA	Storm-water calculations
<input type="checkbox"/> P <input type="checkbox"/> NA	Site retaining-wall structural calculations
<input type="checkbox"/> P <input type="checkbox"/> NA	“Assurance of Compliance” with environmental rules
<b>SECTION 3.0 — ARCHITECTURAL DATA</b>	
<b>Construction documents</b>	Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required	Floor plan(s)
<input checked="" type="checkbox"/> Required	Transverse and longitudinal cross sections
<input checked="" type="checkbox"/> Required	OSSC Chapter 11 accessibility requirements
<input type="checkbox"/> P <input type="checkbox"/> NA	Interior elevations
<input type="checkbox"/> P <input type="checkbox"/> NA	Exterior elevations
<input type="checkbox"/> P <input type="checkbox"/> NA	Roof plans
<input type="checkbox"/> P <input type="checkbox"/> NA	Wall type sections and details

<input type="checkbox"/> P <input type="checkbox"/> NA	Reflected ceiling plan(s)	
<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-rated construction details	
<input type="checkbox"/> P <input type="checkbox"/> NA	Energy code compliant construction details and specifications	
<input type="checkbox"/> P <input type="checkbox"/> NA	Door schedule	
<input type="checkbox"/> P <input type="checkbox"/> NA	Glazing schedule	
<input type="checkbox"/> P <input type="checkbox"/> NA	Furniture plan	
<b>Supporting documents</b>		Notes
<input type="checkbox"/> P <input type="checkbox"/> NA	Energy code compliance forms/calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA	Material safety data sheets (MSDS)	
<input type="checkbox"/> P <input type="checkbox"/> NA	Hazardous materials inventory statement (HMIS)	
<input type="checkbox"/> P <input type="checkbox"/> NA	Hazardous materials management plan (HMMP)	
<input type="checkbox"/> P <input type="checkbox"/> NA	Written fire and life-safety evacuation plan for area of rescue assistance	
<input type="checkbox"/> P <input type="checkbox"/> NA	Active and passive smoke-control information	
<b>SECTION 4.0 — STRUCTURAL DATA</b>		
<b>Construction documents</b>		Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required	Structural cover sheet	
<input type="checkbox"/> P <input type="checkbox"/> NA	Foundation plan and details	
<input type="checkbox"/> P <input type="checkbox"/> NA	Under-slab mechanical plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Under-slab electrical plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Under-slab plumbing plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Floor framing plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Roof framing plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Structural elevations	
<input type="checkbox"/> P <input type="checkbox"/> NA	Structural details and cross sections	
<input type="checkbox"/> P <input type="checkbox"/> NA	Standpipe information	
<input type="checkbox"/> P <input type="checkbox"/> NA	Special inspector/structural observation matrix	
<b>Supporting documents</b>		Notes
<input type="checkbox"/> P <input type="checkbox"/> NA	Geotechnical/soil engineer report	
<input type="checkbox"/> P <input type="checkbox"/> NA	Site-specific seismic hazard report	
<input type="checkbox"/> P <input type="checkbox"/> NA	Design narrative	
<input type="checkbox"/> P <input type="checkbox"/> NA	Structural calculations	
<b>SECTION 5.0 — MECHANICAL DATA (NEW CONSTRUCTION, TENANT IMPROVEMENT, GAS PIPING PERMITS)</b>		
<b>Construction documents</b>		Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required	Floor plan	
<input checked="" type="checkbox"/> Required	Equipment schedule	
<input type="checkbox"/> P <input type="checkbox"/> NA	Site plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Under-slab mechanical plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Roof plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Fuel gas piping plan	

<input type="checkbox"/> P <input type="checkbox"/> NA	HVAC equipment and duct plan(s)	
<input type="checkbox"/> P <input type="checkbox"/> NA	Roof access details	
<input type="checkbox"/> P <input type="checkbox"/> NA	Duct smoke detector plans	
<input type="checkbox"/> P <input type="checkbox"/> NA	Fire/smoke damper locations	
<input type="checkbox"/> P <input type="checkbox"/> NA	Smoke control plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Outside air (OSA) table	
<input type="checkbox"/> P <input type="checkbox"/> NA	Refrigeration equipment and piping plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Kitchen equipment plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Type I and/or Type II kitchen hood plan (see Section 7.0 — Mechanical Data)	
<input type="checkbox"/> P <input type="checkbox"/> NA	Fume/vapor hood plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Process piping/product and/or exhaust-conveying duct plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-rated construction details	
<input type="checkbox"/> P <input type="checkbox"/> NA	Equipment hanger/fastener details	
<b>Supporting documents</b>		Notes
<input checked="" type="checkbox"/> Required	Structural calculations for vertical loads	
<input checked="" type="checkbox"/> Required	Structural calculations for lateral loads for equipment weighing over 400 pounds	
<input type="checkbox"/> P <input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications	
<input type="checkbox"/> P <input type="checkbox"/> NA	Outside air (OSA) calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA	Smoke-control calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA	Combustion air calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA	Fuel gas piping sizing calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA	Make-up air calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA	Energy code compliance forms	
<input type="checkbox"/> P <input type="checkbox"/> NA	Boiler information	
<b>SECTION 6.0 — MECHANICAL DATA (ADDITIONAL OR REPLACEMENT ROOFTOP INSTALLATION PERMITS)</b>		
<b>Construction documents</b>		Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required	Roof plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Roof framing plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Fuel gas piping plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Roof access details	
<b>Supporting documents</b>		Notes
<input checked="" type="checkbox"/> Required	Structural calculations for vertical loads	
<input type="checkbox"/> P <input type="checkbox"/> NA	Structural calculations for lateral loads for equipment weighing over 400 pounds	
<input type="checkbox"/> P <input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications	
<input type="checkbox"/> P <input type="checkbox"/> NA	Fuel gas piping sizing calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA	Energy code compliance forms	

**SECTION 7.0 — MECHANICAL DATA (TYPE I AND TYPE II KITCHEN HOOD PERMITS)**

<b>Construction documents</b>	Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required Site plan	
<input checked="" type="checkbox"/> Required Floor plan(s)	
<input checked="" type="checkbox"/> Required Kitchen equipment plan	
<input checked="" type="checkbox"/> Required Kitchen equipment and hood elevations	
<input type="checkbox"/> P <input type="checkbox"/> NA Roof plan	
<input type="checkbox"/> P <input type="checkbox"/> NA Cross sections through hoods, ducts and shafts	
<input type="checkbox"/> P <input type="checkbox"/> NA Fire-rated construction details	
<input type="checkbox"/> P <input type="checkbox"/> NA Fire suppression details	

<b>Supporting documents</b>	Notes
<input checked="" type="checkbox"/> Required Structural calculations for vertical loads	
<input checked="" type="checkbox"/> Required Structural calculations for lateral loads for equipment weighing over 400 pounds	
<input checked="" type="checkbox"/> Required Make-up air calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA Equipment manufacturers' catalog "cut sheets" or specifications	
<input type="checkbox"/> P <input type="checkbox"/> NA Hood/grease extractor listing documentation	
<input type="checkbox"/> P <input type="checkbox"/> NA Hood/grease duct sizing calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA Fire suppression information	

**SECTION 8.0 — PLUMBING DATA**

<b>Construction documents</b>	Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required Floor plan(s)	
<input checked="" type="checkbox"/> Required Piping and material schedule	
<input checked="" type="checkbox"/> Required Equipment layout plan	
<input checked="" type="checkbox"/> Required Fixture schedule	
<input type="checkbox"/> P <input type="checkbox"/> NA Site utility plan	
<input type="checkbox"/> P <input type="checkbox"/> NA Building cross section	
<input type="checkbox"/> P <input type="checkbox"/> NA Rise diagram	
<input type="checkbox"/> P <input type="checkbox"/> NA Roof plan	
<input type="checkbox"/> P <input type="checkbox"/> NA Back flow prevention location	
<input type="checkbox"/> P <input type="checkbox"/> NA Irrigation plan	
<input type="checkbox"/> P <input type="checkbox"/> NA Fire-rated construction details	
<input type="checkbox"/> P <input type="checkbox"/> NA Under-slab plumbing plan	

<b>Supporting documents</b>	Notes
<input checked="" type="checkbox"/> Required Structural calculations for vertical loads	
<input checked="" type="checkbox"/> Required Structural calculations for lateral loads for equipment weighing over 400 pounds	
<input type="checkbox"/> P <input type="checkbox"/> NA Equipment manufacturers' catalog "cut sheets" or specifications	
<input type="checkbox"/> P <input type="checkbox"/> NA Utility maintenance agreements	
<input type="checkbox"/> P <input type="checkbox"/> NA Water supply calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA Sanitary system calculations	

<input type="checkbox"/> P <input type="checkbox"/> NA	Irrigation demand calculations	
<input type="checkbox"/> P <input type="checkbox"/> NA	Roof drain and storm water calculations	
<b>SECTION 9.0 — ELECTRICAL DATA</b>		
<b>Construction documents</b>		Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required	2 sets of plans	
<input checked="" type="checkbox"/> Required	Floor plan(s)	
<input checked="" type="checkbox"/> Required	Electrical load calculations	
<input checked="" type="checkbox"/> Required	One line diagram	
<input checked="" type="checkbox"/> Required	Feeder riser diagram	
<input checked="" type="checkbox"/> Required	Available fault current information	
<input checked="" type="checkbox"/> Required	Panel schedule(s)	
<input type="checkbox"/> P <input type="checkbox"/> NA	Site electrical plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-rated construction details	
<input type="checkbox"/> P <input type="checkbox"/> NA	Lighting plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Emergency power system and emergency lighting plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Under-slab electrical plan	
<b>Supporting documents</b>		Notes
<input checked="" type="checkbox"/> Required	Structural calculations for vertical loads	
<input checked="" type="checkbox"/> Required	Structural calculations for lateral loads for equipment weighing over 400 pounds	
<input type="checkbox"/> P <input type="checkbox"/> NA	Energy code compliance forms and calculations for lighting	
<input type="checkbox"/> P <input type="checkbox"/> NA	Emergency power system specifications	
<input type="checkbox"/> P <input type="checkbox"/> NA	Feeder riser information	
<input type="checkbox"/> P <input type="checkbox"/> NA	Lighting equipment manufacturers' catalog "cut sheets" or specifications	
<b>SECTION 10.0 — FIRE SUPPRESSION DATA</b>		
<b>Construction documents</b>		Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required	Floor plan(s)	
<input checked="" type="checkbox"/> Required	Sprinkler piping plan(s)	
<input type="checkbox"/> P <input type="checkbox"/> NA	Site plan	
<input type="checkbox"/> P <input type="checkbox"/> NA	Standpipe information	
<input type="checkbox"/> P <input type="checkbox"/> NA	Back flow prevention information	
<input type="checkbox"/> P <input type="checkbox"/> NA	Reflected ceiling plan(s)	
<input type="checkbox"/> P <input type="checkbox"/> NA	Transverse and longitudinal cross sections	
<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-rated construction details	
<input type="checkbox"/> P <input type="checkbox"/> NA	Specialty fire suppression system plans and list of systems	
<b>Supporting documents</b>		Notes
<input checked="" type="checkbox"/> Required	Structural calculations for vertical loads	
<input checked="" type="checkbox"/> Required	Structural calculations for lateral loads for equipment weighing over 400 pounds	
<input checked="" type="checkbox"/> Required	Equipment manufacturers' catalog "cut sheets"	
<input type="checkbox"/> P <input type="checkbox"/> NA	Hydraulic calculations	

<input type="checkbox"/> P <input type="checkbox"/> NA	Specialty fire suppression system information
<b>SECTION 11.0 — FIRE DETECTION AND ALARM DATA</b>	
<b>Construction documents</b>	Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required	Floor plan(s)
<input type="checkbox"/> P <input type="checkbox"/> NA	Site plan
<input type="checkbox"/> P <input type="checkbox"/> NA	Reflected ceiling plan(s)
<input type="checkbox"/> P <input type="checkbox"/> NA	Transverse and longitudinal cross sections
<input type="checkbox"/> P <input type="checkbox"/> NA	Wiring schematic
<input type="checkbox"/> P <input type="checkbox"/> NA	Elevator recall information
<input type="checkbox"/> P <input type="checkbox"/> NA	Operational matrix
<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-rated construction details
<input type="checkbox"/> P <input type="checkbox"/> NA	Standard electrical notes
<b>Supporting documents</b>	Notes
<input checked="" type="checkbox"/> Required	Structural calculations for vertical loads
<input checked="" type="checkbox"/> Required	Structural calculations lateral loads for equipment weighing over 400 pounds
<input checked="" type="checkbox"/> Required	Equipment manufacturers' catalog "cut sheets"
<input checked="" type="checkbox"/> Required	Installer certification information
<input type="checkbox"/> P <input type="checkbox"/> NA	Battery calculations
<input type="checkbox"/> P <input type="checkbox"/> NA	Sample fire alarm log book
<input type="checkbox"/> P <input type="checkbox"/> NA	Emergency power system specifications
<input type="checkbox"/> P <input type="checkbox"/> NA	Monitoring station information
<input type="checkbox"/> P <input type="checkbox"/> NA	Voltage drop calculations
<b>SECTION 12.0 — RE-ROOF INSTALLATION DATA</b>	
<b>Construction documents</b>	Location (sheet no., or spec section)
<input checked="" type="checkbox"/> Required	Roof plan
	The site plan typically includes the following:
	<ul style="list-style-type: none"> <li>• North arrow</li> <li>• A note describing the scope of work, such as tear-off, overlay, etc.</li> <li>• A note indicating approx. squares of roofing to be applied</li> <li>• Area in which work is to be performed</li> <li>• Location of roof access</li> </ul>
<b>Supporting documents</b>	Notes
<input checked="" type="checkbox"/> Required	Pre-re-roof inspection report
<input checked="" type="checkbox"/> Required	Roofing system listing information
<input checked="" type="checkbox"/> Required	Roofing manufacturer's installation instructions
<input type="checkbox"/> P <input type="checkbox"/> NA	Roofing manufacturer's catalog "cut sheets"
<input type="checkbox"/> P <input type="checkbox"/> NA	Structural calculations
<input type="checkbox"/> P <input type="checkbox"/> NA	Structural engineer's report
<b>SECTION 13.0 — JURISDICTIONAL - SPECIFIC REQUIREMENTS</b>	
<input type="checkbox"/> P <input type="checkbox"/> NA	<b>Table A - Troutdale Municipal Code - Chapter 826 Outdoor Lighting; specify:</b>
	<b>Type</b> _____ <b>Wattage</b> _____