Commercial Building Permit Submittal Requirements / Checklist

Check each box to verify requirements are met.

Submit 3 full sets of plans with the following applicable information
(Submit only 2 sets of specifications, engineering calculations, product listings, etc…)

I. Planning- Project Approval ___Yes ___No

II. Public Works- Project Approval ___Yes ___No

III. Site Plan REQUIRED FOR ALL APPLICATIONS, INCLUDING INTERIOR REMODELS
   __Legible & drawn to scale (such as 1"=20') and include North arrow
   __Include property line locations & existing public and private easements (utility, driveway, etc.) with dimensions
   __Include the location of public and private utilities (water, electric, sewer, gas)
   __If on septic system, show tank and drain field locations
   __Indicate any water ways & wet lands areas on property
   __Show existing and proposed finished grade based on spot elevations and contours over entire site
   __Show adjacent street names
   __Perimeter outline of existing & proposed structures with distances to all property lines & between
   structures; setbacks shall be identified with written dimensions as well as to scale
   __Indicate height of all structures
   __Show building & garage entrances as well as driveway & access location from street
   __Parking lot layout with required spaces (including disabled)
   __Building surface coverage calculations (square footage of lot, of footprint & percentage of lot coverage)
   __Show site drainage using arrow to indicate direction of flow, also indicate square footage of impervious
   surfaces which will include asphalt, concrete, roofing, etc.
   __Indicate all projections from exterior walls, including overhangs, awnings, etc.
   __For additions / remodels, indicate area on footprint to be altered

IV. Plans
   __Legible and drawn to scale (such as ¼"= 1'-0")
   __Any building resulting in the footprint of 4,000 square feet or greater OR with a ceiling height 20' or more above
   grade needs to have an Engineer’s or Architect’s seal and signature.
   __Wet-signature Stamped Engineering, Design Criteria, Calculations and Specifications, including energy path
   __Engineering specifications and construction details must be transferred to the plans
   __Deferred Submittals must be listed on the cover sheet of construction documents. A Deferred Submittal
   Form must be completed prior to permit issuance- http://www.springfield-or.gov/dsd/Building/Forms.htm
   __Code Analysis Layout including Fire and Life Safety plan review
   __Civil Drawings, all sheets to include parking, fire service lines, water lines, etc.
   __Foundation Plan
      __Indicate size & location of all footing types, posts, girders, hold-downs & straps and under floor
      access openings & vents
      __Include details (with scale indicated) of each footing type & retaining wall to be used showing
      size, reinforcing, wall heights & framing connections
__Provide design calculations for retaining walls and/or special footings

__Elevations (1 for each side of building)

__Typical cross sections

__The main sections shall show all foundation & framing components including but not limited to:

floors, walls & ceiling, main structural members, sheathing, siding, roofing and bracing

__For two story structures: include a complete stair section indicating stair rise & run, headroom

clearance, framing & support members and handrail/guardrail details

__Include any additional framing section needed to demonstrate any unique framing condition not

shown by the main section

__Lateral bracing details

__Detailed floor plans with square footage & systems layout

__Show entire floor plan of new construction

__Indicate existing and/or new square footages

__Identify & label use of each room, space or area

__Indicate dimensions of all building sides & interior wall locations

__Indicate all window & door sizes & locations

__Show system layout of all plumbing, heating & air conditioning, mechanical equipment, etc (indicate
electric or gas) include non-residential energy forms (energy forms can be printed from www.energy.state.or.us)

__Show electrical layout including room lighting, outlets, fans, exhaust vents, etc.

__Floor framing

__Provide a plan for each framed floor

__Indicate location & sizes of all posts & beams; show joist sizes & spacing

__Indicate post & beam connections

__Roof framing (if using Roof Trusses provide engineered details of all trusses to be used, including a
layout indicating the placement of each truss)

__Indicate location, spacing & sizes of rafters & ceiling joists or roof trusses

__Indicate location, size & type of suspended ceiling system

__Show carrier trusses & type of hurricane clips to be installed at each truss

__Indicate solid blocking between rafters at point of bearing and truss bracing

__Indicate headers sizes for door & window locations

__Electrical Plan Review for Complex Structures

__If the scope of electrical work meets the definition of complex structure in OAR 918-311-0040, an
electrical plan submittal meeting the requirements of OAR 918-311-000 shall apply.

V. Medical Gas Plans

“Medical Gas” means any gas and vacuum system or equipment intended for medical and dental procedures in
health care and non-health care facilities (i.e. Oxygen, Nitrous Oxide, Medical Air, Medical Vacuum, etc.)

__Medical Gas System (Engineer stamped plans, specifications, and calculations are required)

__Level 3 Dental Air and Dental Vacuum Systems (Plans designed to equipment manufacturer’s installation
standard are required)

All Plans to include:

__Location of all piping, valves, vacuum pumps and compressors

__Size and type of all piping and fittings

__Location and type of all alarms and outlets

__Location and volume of all supply gas

__Specifications of vacuum pumps and compressors

__Ventilation requirements for equipment, supply, and storage areas

VI. Self-Preservation - Medical and Dental Facilities

Will there be use of procedures that render a patient incapable of unassisted self-preservation?  __Yes  __No

VII. Address

__Valid physical address is required on application. Proper building or suite number must be
provided to the building division prior to permit issuance. Provide 8 1/2” by 11” floor plan for proper
suite number assignment and/or, if more than one building on lot, provide 8 1/2” by 11” site plan for
VIII. Special Circumstances - Demolition (separate demolition application must be filled out)
Demo work to take place? __Yes  __No (Any commercial project requiring demolition is required to submit an inspection by a certified inspection company stating that asbestos has been removed properly.)

IX. Special Inspections
Special inspections required? __Yes  __No Any commercial project requiring special inspections requires submission of a complete Special Inspection Form before permit issuance- http://www.springfield-or.gov/dsd/Building/Forms.htm

X. Special Circumstances – Grading
Any commercial project increasing footprint square footage, any new or modified impervious surface will require Grading sign off for plan review and site inspection prior to final building inspection. Applicant shall submit grading plan to Public Works.
__Project requires Grading sign off

XI. Special Circumstances - Waste Water
The Following Businesses May Require Waste Water Review:
Auto Body Repair & Paint Shops, Auto Repair (Mechanical) Engine & Transmission, Auto Wash, Breweries, Blue Printing/Photocopying, Chemical Manufacturing, Electroplating/metal finishing, Laundries, Leather Tanning, Machine / Sheet Metal Shops, Medical/Dental Vacuum System Equipment Drainage, Millwork, Pharmaceutical Manufacturing, Photo Processing, Plastic / Synthetic Manufacturing, Print Shops, Service Stations, etc…
__Project requires waste water review

The Following Businesses May Also Require an Oil/Water Separator:
Auto Body Repair & Paint Shops, Auto Repair (Mechanical) Engine & Transmission, Auto Wash, Service Stations
__Project requires oil/water separator

All Restaurants & Food Service Establishments (Including Small Deli Types) Require Grease Interceptors
__Project requires grease interceptor

XII. Special Circumstances – Food-Related Activities
__Will there be any food- or beverage-related activities?
__Food Service (i.e. restaurant, deli, café, coffee shop, brew pub, catering operation, mobile food vendor, etc)
__Food or Beverage Processing, Manufacturing, Sales, Warehousing/Distribution (i.e. grocery store, convenience store, home-based food business, beverage production and/or sales; includes wine, nonalcoholic beverages, bottled water, brewery, etc.), food products warehouse, bakery, meat market, food processing (includes the manufacture and/or handling of any food product).

XIII. Egress Lighting
If there is a requirement to complete an egress lighting inspection, we offer this service after hours for those customers interested in not having to ‘black-out’ the facility for inspection. Additional fees are required for after-hours inspections.

Note:
Additional fees may be charged for phased construction, deferred submittals and project revisions.

I do hereby certify that all information hereon is true and accurate and that I am responsible for submitting the applicable items to the appropriate departments.

____________________________________________________________________________________________
Signature (Design Professional, Builder or Property Owner)/ Print Name/ Association with Project