



City of Springfield  
Building Safety/ Community Services Division  
Development Services Department  
225 Fifth Street, Springfield, OR 97477  
ph: (541) 726-3753 fax: (541) 726-3689

Permit #811-SPR20

## 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 1/4" = 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

proper building number assignment.

**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 submittal 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.*

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