

**CITY OF GRESHAM
BUILDING DEVELOPMENT DIVISION**

1333 NW Eastman Parkway
Gresham, OR 97030
503-618-2845
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**COMMERCIAL
TENANT IMPROVEMENT/REMODEL CHECKLIST**

PROJECT INFORMATION

Project Name:			
Address:	City:	State:	Zip:
Scope of Work:			
Reference No.:	Map and Tax Lot No.:		
Contact Person Name:	Company:		
Phone:	Fax:		
Cell Phone:	Email:		

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.
- "R" means: information is required for plan review.
- "P" means: the information is provided.
- "NA" means: the information does not apply.

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SECTION 1.0**GENERAL PROJECT****Construction Drawings**

1.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Plans/Drawings	
1.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Project Information/Title Block	
1.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Vicinity Map	
1.4	P <input type="checkbox"/>		R <input type="checkbox"/>	Cover Sheet Plan Index	
1.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Code Summary	
1.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Deferred Submittal Summary	
1.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Professional Stamp (Architect Stamp - Electronic, Engineer Stamp - Digital)	
1.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire and Life-Safety Plan (If More Than 1 Exit)	

P = Provided NA = Not Applicable R = Required

SECTION 2.0**PLANNING**

<i>Documents</i>					<i>Notes/Location on Plans</i>
2.1	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Landscape Plan	
2.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Bicycle Parking Details	
2.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Site Lighting (Photometrics)	
2.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Pedestrian Walkway Details	

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CTI/REMODEL WITH EXTERIOR WORK

					<i>Notes/Location on Plans</i>
2.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Exterior Building Materials (Design Districts) Site Plan (to Include the Following and May Be on Multiple Sheets) <ul style="list-style-type: none"> - Vicinity Map - Fire Access Road - (Engineer's Letter Stating Road will Support Load of 75,000 lbs.) - Parking Spaces and Dimensions Including Drive Aisles - Bike Parking Locations - Pedestrian Walkways - Accessible Parking - Accessible Walkways - Existing and Proposed Fences and Gates - Parking Stall Count and Data (Compact, ADA, Standard, Carpool and Bike Parking) - Building Footprint, Floor Area and Dimensions (Existing and Proposed) - All Tenant Floor Area and Uses for Site 	

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SECTION 3.0				PRIVATE CIVIL	
Construction Drawings					Notes/Location on Plans
3.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Narrative (Please Include: Intent of Project, Proposed Changes to Water Fixtures, Existing/Proposed Impervious)	
3.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Fire Hydrant Locations (New and Existing)	
3.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Utility-Vault Location and Details	
3.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire Vault Location and Details	
3.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	PIV and FDC Locations	
3.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Water Meter Location	
3.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Domestic and Fire Supply Backflow Protection	
3.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Refer to Underground Fire Supply Guide (Hyperlink)	
Supporting Documents					
3.10	P <input type="checkbox"/>		R <input type="checkbox"/>	Water Sizing Fixture Units Worksheet	
3.11	P <input type="checkbox"/>		R <input type="checkbox"/>	Impervious and Pervious Surface Site Drawing (Required for any New or Replaced Exterior Impervious Surfaces, See Example Provided by City)	
3.12	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Rockwood Water District Water Availability Form	
3.13	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Engineering Calculations for Fire Supply	
3.14	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire-Hydrant Flow-Test Report	

CTI/REMODEL WITH EXTERIOR WORK					
					Notes/Location on Plans
3.15	P <input type="checkbox"/>		R <input type="checkbox"/>	Site Utility Plan (Including All Water, Wastewater and Electrical Underground Facilities)	
3.16	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Grading Plan	
3.17	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Erosion-Control Plan	
3.18	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Stormwater Calculations	
3.19	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Previous Pavement Details	

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SECTION 4.0				PRETREATMENT	
Documents					Notes/Location on Plans
4.1	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Grease Interceptors/Traps	
4.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Amalgam Separators	
4.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Plumbing Details	
4.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Sizing Calculations	
4.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Pretreatment Specifications	
4.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Industrial Wastewater Discharge Permit Application	

SECTION 5.0				ARCHITECTURAL	
Construction Drawings					Notes/Location on Plans
5.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Floor Plan(s)	
5.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Cross Sectional Drawings and Details	
5.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	OSSC Chapter 11 and ANSI 117.3 2003 Edition	
5.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Interior Elevations	
5.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Exterior Elevations	
5.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Plans	
5.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Reflected Ceiling Plan(s)	
5.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire-Rated Construction Details	
5.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Door Schedule	
5.10	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Glazing Schedule	
5.11	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Photometrics	
5.12	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Emergency Lighting	
5.13	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Exit Signs	
Supporting Documents					
5.14	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Hazardous Materials Inventory Statement (HMIS)	
5.15	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Hazardous Materials Management Plan (HMMP)	
5.16	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Written Fire and Life-Safety Evacuation Plan for Area of Rescue Assistance	
	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Material Safety Data Sheets (MSDS)	
5.17	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Active and Passive Smoke-Control Information	

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SECTION 6.0				ENERGY	
Documents					Notes/Location on Plans
6.1	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Energy Code Compliance Details and Specifications	
6.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	COM Check Software Documents - Exterior Envelope - HVAC System Forms Lighting Forms	

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SECTION 7.0				STRUCTURAL	
Construction Drawings					Notes/Location on Plans
7.1	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Structural Cover Sheet	
7.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Foundation Plan	

7.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Floor/Roof Framing Plan(s)	
7.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Structural Details and Cross Sections	
7.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Special Inspector/Structural Observation Matrix	
Supporting Documents					
7.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Structural Calculations	
7.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Site-Specific Seismic Hazard Report	
7.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Existing Building Evaluations	

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SECTION 8.0						MECHANICAL ROOFTOP (Additional or Replacement)									
Construction Drawings											<i>Notes/Location on Plans</i>				
8.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Site, Layout and/or Roof Plan											
8.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Framing Plan											
8.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fuel Gas Piping Plan											
8.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Access Details											
Supporting Documents															
8.5	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets" or Specifications											
8.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fuel Gas Piping Sizing Calculations											

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SECTION 9.0						MECHANICAL (Type I and Type II Hoods)									
Construction Drawings											<i>Notes/Location on Plans</i>				
9.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Kitchen Equipment Plan											
9.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Kitchen Equipment and Hood Elevations											
9.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Shaft and Wall Construction Details											
9.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Plan											
9.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Cross Sections through Hoods, Ducts and Shafts											
Supporting Documents															
9.6	P <input type="checkbox"/>		R <input type="checkbox"/>	Hood/Grease Extractor Listing Documentation											
9.7	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets" or Specifications											
9.8	P <input type="checkbox"/>		R <input type="checkbox"/>	Hood, Grease Duct, Exhaust and Make-Up Air Calculations and Details											

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SECTION 10.0						PLUMBING									
Construction Drawings											<i>Notes/Location on Plans</i>				

10.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Piping and Material Schedule	
10.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Fixture Schedule	
10.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Riser Diagram (Isometrics)	
10.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Equipment Layout Plan	
10.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Plan	
10.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Back Flow Prevention	
10.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Under-Slab Plumbing Plan	
Supporting Documents					
10.8	P <input type="checkbox"/>		R <input type="checkbox"/>	Water Supply Calculations	
10.9	P <input type="checkbox"/>		R <input type="checkbox"/>	Sanitary System Calculations	
10.10	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Irrigation Demand Calculations	
10.11	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Drain and Storm Water Calculations	
10.12	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets" or Specifications	

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SECTION 11.0		DEPARTMENTAL INFORMATION				
					<i>Items</i>	<i>Notes/Location on Plans</i>
11.1	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Health Department		
11.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Agriculture Department		
11.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Water Approval		
11.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Handouts		
11.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Raingardens		
11.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Swales		

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SECTION 12.0		ELECTRICAL				
					<i>Notes/Location on Plans</i>	
Construction Drawings						
12.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Electrical Load Calculations		
12.2	P <input type="checkbox"/>		R <input type="checkbox"/>	One Line Diagram		
12.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Feeder Riser Diagram/Information		
12.4	P <input type="checkbox"/>		R <input type="checkbox"/>	Available Fault Current Information		
12.5	P <input type="checkbox"/>		R <input type="checkbox"/>	Panel Schedule(s)		
12.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Site Electrical Plan		
12.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Lighting Plan		
12.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Emergency Power System		
12.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Under-Slab Electrical Plan		

Supporting Documents					
12.10	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Emergency Power System Specifications	
12.11	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Lighting Equipment Manufacturers' Catalog "Cut Sheets" or Specifications	

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SECTION 13.0		FIRE DETECTION AND ALARM			
Construction Drawings					<i>Notes/Location on Plans</i>
13.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Floor Plan(s)	
13.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Strobe Candella Shown Next to Each Strobe	
13.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Engineered Plans	
13.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Location of Exterior Strobe	
13.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Reflected Ceiling Plan(s)	
13.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Wiring Schematic	
13.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Elevator Recall Information	
13.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Operational Matrix	
13.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire-Rated Construction Details	
Supporting Documents					
13.10	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets"	
13.11	P <input type="checkbox"/>		R <input type="checkbox"/>	Installer Certification Information	
13.12	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Battery Calculations	
13.13	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Battery Backup Specifications	
13.14	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Monitoring Station Information	
13.15	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Voltage Drop Calculations	

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SECTION 14.0		FIRE SPRINKLER			
Construction Drawings					<i>Notes/Location on Plans</i>
14.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Floor Plan(s)	
14.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Sprinkler Piping Plan(s)	
14.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Site Plan	
14.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Engineered Plans	
14.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Standpipe Information	
14.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Reflected Ceiling Plan(s)	
14.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Interior Elevations	
14.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire-Rated Construction Details	

14.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Specialty Fire Suppression System Plans and List of Systems	
Supporting Documents					
14.10	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets"	
14.11	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Hydraulic Calculations	

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SECTION 15.0						FIRE SUPPRESSION	
Construction Drawings					<i>Notes/Location on Plans</i>		
15.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Sprinkler Piping Plan(s)			
15.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Floor Plan(s)			
15.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Interior Elevations			
15.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire-Rated Construction Details			
Supporting Documents							
15.5	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets"			

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