

Planning & Development Department

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BUILDING PLAN REVIEW INSTRUCTIONS AND CHECKLIST

WHEN TO USE THIS PROCESS

Use this checklist to submit building plans for review to construct a new building or an addition to an existing building.

APPLICATION PROCESS

1. Submit plans through our Online Services website at www.cityofrockhill.com/onservices.
 - Combine all sheets** into one PDF file **and add bookmarks** listing the sheet number to each page.
 - Architectural Seals:** Some occupancies, types and sizes of buildings require an architect and/or engineer licensed in South Carolina to seal and sign each page of the plans. Digital seals are accepted. Corporations must include their COA (certificate of authorization) seal if the corporation name is listed on the title block of the plans. See the [SCLLR website](#) for more information.
 - Include the following components with your plans:**
 - [Plan Review Submittal Form](#)
 - Copy of the approved site plan from the civil construction plan set. (Include only a one-sheet reference page. The full set of civil construction plans must be submitted and reviewed separately.)
 - Building plans containing the information listed on the following pages
 - [Electrical Load Data Form](#) –Even though this information may already be on your plans, you must complete this form for the City Electrical Utilities Department to complete its review.
 - COMCheck Forms - Visit www.energycodes.gov for more information. COMChecks for lighting, building envelope and mechanical should be included.
 - Geotechnical report prepared by a civil engineer or equivalent.
 - Any of the following that apply:
 - [Special Inspections Packet](#). If not required, list that on the plans.
 - A [Certificate of Appropriateness Application](#) if the property is located within one of the City's [historic districts](#). (Note that this may require consideration by the Board of Historic Review after a public hearing, which will take approximately 30 to 45 days after submittal.)
 - [Pretreatment Program Industrial User Survey](#)

Separate submittals

If any of these pertain to your project, submit them separately. We will review and permit each of them on its own.

- [Civil Construction Plans](#)- must be approved before the building permit can be issued.
- [Demolition Permit Application – Commercial](#)
- [Fence/Wall Permit Application](#)
- [Fire Sprinkler System Plan Review Instructions](#): If the system is new or will have 12 or more heads installed, the State must approve before your plans, which can take 30 days or more. After that approval, you can apply for a permit with the City of Rock Hill. For 11 heads or less, simply apply for a permit with the City.
- [Fire Suppression System Plan Review Instructions](#)
- [Fire Alarm System Plan Review Instructions](#)
- FOG (Fats, Oils, and Grease) [Grease Discharge Permit](#) for restaurants and similar uses
- [Landscape and Lighting Plans](#) – when done separately from civil construction plans, these must be approved before the building permit can be issued.
- [Sign Permit Application](#)
- [Storage Racks/Shelving Plan Checklist](#)

2. **City staff will review your plans** and send comments back to the designated contacts listed on the Plan Review Submittal Form. Generally this will occur within 10 business days, although complex or large plans may take longer.
3. **Resubmittal:** If your plans are not approved, use the comments given by our plan reviewers and the [Plan Resubmittal Instructions](#) to guide you in preparing your plans for resubmittal. Always submit the complete set of plans with each revision.
4. **Business Licensing:** The architect of record for the project, general contractor and all subcontractors must have a [City of Rock Hill Business License](#) before we can approve plans or issue permits. Additionally, the tenant(s) occupying the space must obtain a business license.
5. Once plans are approved:
 - a. The **general contractor should complete these forms to obtain the building permit:**
 - [Building Permit Application](#)
 - New Contractor Application - online application in the permitting portal for people applying for their first permit in Rock Hill. [Contractor Licensing Requirements](#)
 - b. We will stamp the plans digitally and provide them to you through our online services portal. **You must have the stamped plans printed to appropriate size and kept on the job site.**

BUILDING PLANS CHECKLIST

See [Building Construction Codes](#) for current code editions that we enforce.

BUILDING DATA

- Provide an index of drawings and a contact list of all parties including Architect, Engineers, Property Owner, Tenant and Contractor. Include name, address, phone number and license numbers of each professional.
- For commercial projects, include [Building Code Summary](#) information (also known as Appendix B in NC) on coversheet.

ARCHITECTURAL AND STRUCTURAL PLAN

- Foundation plan, sections and details and seismic design sealed by appropriate engineer. Show details of foundation, walls, floors, roof, etc.
- Geotechnical report/Soil test reports.
- Perimeter insulation detail.
- Sizes, spacing and grade of framing material.
- Floor plan identifying all rated and non-rated partitions, corridors, doors and other openings.
- Detailed floor plans including room names, dimensions and notes. All rated walls shall be clearly marked and labeled.
- Toilet Room layout at a sufficient scale to determine required details and dimensions.
- Ramp and Stair details for any new structures.
- Schedules as applicable: windows, door and hardware, interior finishes, fixtures, etc.
- Details for fire resistive designs such as tenant, occupancy, or corridor separation.
- All fabric awnings or canopies must be accompanied by a letter of certification of fire resistance from the manufacturer.
- Engineered metal building drawings shall be provided for pre-engineered metal buildings.
- Details and specifications for any high-piled combustible storage.

ELECTRICAL PLAN

- Power riser diagram and panel schedules.
- Show location and size of electrical service, meter, disconnects, panels, transformer, etc.
- Fixture layout and schedule including manufacturer and load information.
- Show exit lights, emergency lights and smoke detectors, if required.

PLUMBING PLAN

- Show all new plumbing with riser diagram. Restrooms, drinking fountains or other elements required to be accessible to handicapped should be detailed on plans.
- Cross connection protection details (pits, valves, etc.).

- Backflow prevention test reports for irrigation and fire sprinkler systems from third party inspector must be submitted before Certificate of Occupancy can be issued.
- Grease removal device specifications, if required. Grease removal device must be installed prior to issuance of Certificate of Occupancy.

MECHANICAL PLAN

- Schedule of all equipment. Include cfm, unit sizing (BTUs), and compressor tonnage.
- Mechanical floor plan/ceiling plan - show equipment, ductwork and the location of thermostats and controls. Duct detectors shall be indicated and labeled.
- Provide gas piping sizes, type of pipe, gas pressure and lengths to the meter.
- Provide condensate disposal methods, equipment access size, all exhaust sizes, locations, etc.
- Provide drawings, specifications and suppression information for hood systems. If not provided with building plans, must be submitted as separate plan for review.
- Provide installation drawings and specifications for any built-in-place refrigeration units.
- Provide specifications of any refrigeration cases or units.
- Energy calculations and lighting power budget. (OTTV, COP, EER, Power Factor) per Model Energy Code for buildings 5000 sq. ft. or greater.

ARCHITECTURAL DESIGN STANDARDS

The City of Rock Hill architectural design standards help create attractive and lasting buildings. These standards specifically address elements such as the location of buildings, materials used, the amount of glass used, roof design, building entry design, etc. Please refer to the [City of Rock Hill Zoning Ordinance](#) for more information on design standards, and submit architectural renderings to demonstrate compliance. Chapter 9 contains most of the architectural design standards.

Additionally, properties located within the City's Design Overlay District must meet special [Design Overlay District Standards](#).

CODE COMPLIANCE CHECKLIST

Our plan reviewers will use this checklist to verify code compliance, and will give you feedback through our online Plan Review program, as explained on the first couple of pages of this packet.

ADMINISTRATION (Chapter 1)

Complete construction documents (107.1, 107.2)
 Signed/sealed construction documents(107.1, State laws vary)

BUILDING PLANNING (Chapters 3, 4, 5, 6)

OCCUPANCY CLASSIFICATION (302 - 312, 508, 509)

Single Occupancy (302.1) Incidental uses (509, Table 509)
 Mixed Occupancy (508.1) Accessory occupancies(508.2)

GENERAL BUILDING LIMITATIONS (Chapters 5 & 6)

Apply Case 1 to determine the allowable height and area and permitted types of construction for a building containing a single occupancy or nonseparated mixed occupancies. Apply Case 2 to determine the allowable height and area and permitted types of construction for a building containing separated mixed occupancies.

FRONTAGE INCREASE

Frontage (506.3)

	_____	_____	_____	_____
	North	East	South	West

Total Frontage (F) _____ ft. Perimeter (P) _____ ft.

Width of open space (W) = _____

Area Increase Factor due to frontage, $I_f =$ _____ (506.3.3)

$I_f = [F/P - 0.25 - W/30]$

CASE 1 — SINGLE OCCUPANCY OR NONSEPARATED MIXED OCCUPANCIES (508.3)

Using Tables 504.3, 504.4 and 506.2, identify the allowable height and area of the single occupancy or the most restrictive of the non-separated mixed occupancies. Construction types that provide an allowable building area and height equal to or greater than the actual building area and height are permitted.

DETERMINE CONSTRUCTION TYPE

Actual building area _____ ft²

Tabular allowance area (A_t) _____ ft²

Tabular allowance area for non-sprinklered buildings (NS) _____ ft²

Allowable building area _____ ft²

$A_a = A_t + (NS \times I_f)$

Actual building height _____ feet _____ stories

Allowable building height _____ feet _____ stories

Permitted types of construction _____

Type of construction assumed for review(602.1):

CHECK MAXIMUM ALLOWABLE AREA (506.2.3)

Total floor area (all stories) _____ ft²

Maximum allowable floor area (all stories)

_____ × _____ = _____ ft²

Allowable building area # of stories above (A_a)
grade plane (maximum 3)
(S_a)

Compliance verified _____

CASE 2—SEPARATED MIXED OCCUPANCIES (508.4)

Using Tables 504.3, 504.4 and 506.2, identify the allowable height and area of each of the separated occupancies within the building. Construction types that provide, for each story of the building, areas from Table 506.2 (as modified by Section 506.3.3) which result in a sum of the ratios of 1.00 or less and allowable heights (per Tables 504.3 and 504.4) equal to or greater than the actual heights of the occupancies are permitted.

Story	Group	Actual floor area	Tabular allowance area (A _i)	Tabular allowance area for nonsprinklered buildings (NS)	Allowable floor area*	Actual height	Allowable height
_____	_____	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories

Area ratio (single floor) = $\frac{\sum \text{Actual floor area}}{\text{Allow. floor area}^*} = \frac{\text{_____} + \text{_____} + \text{_____} + \text{_____}}{\text{_____}} = \text{_____} \leq 1.0$

* Allowable floor area = A_i + (NS x I_f)

CHECK MAXIMUM ALLOWABLE AREA (506.2.4)

Three stories or less buildings _____

Four or more story buildings (Total area ratio \leq 3) _____

Permitted types of construction _____

Type of construction assumed for review(602.1) _____

Compliance verified _____

MEZZANINES AND EQUIPMENT PLATFORMS (505)

_____ Area limitation (505.2.1)	—	Openness (505.2.3)
_____ Egress (505.2.2)	—	Equipment platforms (505.3)

UNLIMITED AREA BUILDINGS (507)

_____ Open space (507.2)	—	Group H-5 occupancy (507.9)
_____ Nonsprinklered, one story (507.3)	—	Aircraft paint hangar (507.10)
_____ Sprinklered, one story (507.4)	—	Group E buildings (507.11)
_____ Two story (507.5)	—	Motion picture theaters (507.12)
_____ Group A-3 buildings (507.6, 507.7)	—	Covered and open mall buildings/anchor stores (507.13)
_____ Group H-2, H-3 and H-4 occupancies (507.8)		

SPECIAL PROVISIONS (510)

_____ Special condition applicable (510.1)	—	Compliance verified
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SPECIAL DETAILED REQUIREMENTS BASED ON USE AND OCCUPANCY (Chapter 4)**COVERED MALL AND OPEN MALL BUILDINGS (402)**

_____ Open space (402.1.1, 402.1.2)	—	Plastic signs (402.6.4)
_____ Leaseplan (402.3)	—	Standpipe system (402.7.1)
_____ Area/type of construction (402.4.1)	—	Smoke control (402.7.2)
_____ Fire separations (402.4.2 - 402.4.2.3)	—	Emergency power and emergency voice/alarm (402.7.3, 402.7.4)
_____ Open mall construction (402.4.3)	—	Fire department access (402.7.5)
_____ Automatic sprinkler system (402.5)	—	Mall width (402.8.1)
_____ Interior finish (402.6.1)	—	Occupant load (402.8.2 - 402.8.2.4)
_____ Kiosks (402.6.2)	—	Egress (402.8.3 - 402.8.7)
_____ Children's play structures (402.6.3)	—	Security grilles and doors (402.8.8)

HIGH-RISE BUILDINGS (403)

_____ Construction (403.2)	—	Smoke removal (403.4.7)
_____ Automatic sprinkler system (403.3)	—	Standby/emergency power (403.4.8)
_____ Smoke detection (403.4.1)	—	Stair remoteness (403.5.1)
_____ Fire alarm system (403.4.2)	—	Additional stairway (403.5.2)
_____ Standpipes (403.4.3)	—	Stairway doors (403.5.3)
_____ Emergency voice/alarm systems (403.4.4)	—	Smokeproof exit (403.5.4)
_____ Emergency responder radio coverage (403.4.5)	—	Luminous egress path (403.5.5)
_____ Fire command center (403.4.6)	—	Elevators (403.6)

ATRIUMS (404)

_____ Use (404.2)	—	Standby power (404.7)
_____ Automatic sprinkler system (404.3)	—	Group I-2 (407)
_____ Fire alarm system (404.4)	—	Interior finish (404.8)
_____ Smoke control (404.5)	—	Travel distance (404.9)
_____ Enclosure (404.6)	—	Interior exit stairways (404.10)

OTHER SPECIAL USE AND OCCUPANCY

- | | |
|--|---|
| _____ Underground structures(405) | _____ Drying rooms (417) |
| _____ Motor-vehicle-related occupancies (406,510) | _____ Organic coatings (418) |
| _____ Group 1-2 (407) | _____ Live/work units (419) |
| _____ Group I-3 (408) | _____ Groups I-1, R-1, R-2, R-3 and R-4 (420) |
| _____ Motion picture projection rooms (409) | _____ Hydrogen fuel gas rooms (421) |
| _____ Stages, platforms and technical production areas (410) | _____ Ambulatory care facilities (422) |
| _____ Special amusement buildings(411) | _____ Storm shelters (423) |
| _____ Aircraft-related occupancies(412) | _____ Children’s play structures (424) |
| _____ Combustible storage(413) | _____ Hyperbaric facilities (425) |
| _____ Hazardous materials (307.1,414) | _____ Combustible dusts, grain processing and storage (426) |
| _____ Groups H-1, H-2, H-3, H-4 and H-5(415) | _____ Medical gas systems (427) |
| _____ Spray application of flammable finishes(416) | _____ Higher education laboratories (428) |

FIRE PROTECTION (Chapters 6, 7, 8, 9)

FIRE-RESISTANCE-RATED CONSTRUCTION (Tables 601 & 602 and Chapter 7)

Note: Entry in indicates required rating in hours. NC indicates noncombustible construction required.

COMBUSTIBILITY (602.2, 602.3, 602.4, 602.5, 603)

- | | |
|---|-------------------------|
| _____ Construction classification (602) | _____ Interior elements |
| _____ Exterior walls | _____ Roof |

FIRE-RESISTANCE RATINGS AND FIRE TESTS (703)

- | | |
|---|--|
| _____ Ratings /Combustibility (703.2, 703.4, 703.5) | _____ Rated glazing (703.6) |
| _____ Alternative methods (703.3, 719, 721, 722) | _____ Marking and identification (703.7) |

BUILDING ELEMENTS (Table 601)

- | | |
|--|---|
| <input type="checkbox"/> _____ Structural frame (704) | <input type="checkbox"/> _____ Floor construction (711) |
| <input type="checkbox"/> _____ Interior bearing walls | <input type="checkbox"/> _____ Roof construction (711) |
| <input type="checkbox"/> _____ Interior nonbearing walls | |

EXTERIOR WALLS (507, Table 602, 705, 707.4)

	North	East	South	West
Fire separation distance				
Bearing				
Nonbearing				

- | | |
|---|---|
| _____ Projections (705.2) | <input type="checkbox"/> _____ Vertical fire spread protection (705.8.5, 705.8.6) |
| _____ Materials/stability (705.4, 705.6) | <input type="checkbox"/> _____ Parapets (705.11) |
| <input type="checkbox"/> _____ Opening projection (705.8.1-705.8.4) | |

FIRE BARRIERS (707)

- | | |
|--|---|
| <input type="checkbox"/> _____ Shaft enclosures (707.3.1) | <input type="checkbox"/> _____ Atriums (707.3.6) |
| <input type="checkbox"/> _____ Interior exit stairway/ramp (707.3.2) | <input type="checkbox"/> _____ Incidental uses (707.3.7) |
| <input type="checkbox"/> _____ Exit access stairway/ramp (707.3.3) | <input type="checkbox"/> _____ Control areas (707.3.8) |
| <input type="checkbox"/> _____ Exit passageway (707.3.4) | <input type="checkbox"/> _____ Mixed occupancy and fire area separations (707.3.9, 707.3.10, 901.7) |
| <input type="checkbox"/> _____ Horizontal exits (707.3.5) | <input type="checkbox"/> _____ Construction (707.2, 707.5-707.10) |

VERTICAL OPENINGS (712)

_____ Compliance (712.1.1-712.1.16)

SHAFTS (713)

_____ Construction (713.2-713.12, 713.14)

_____ Waste and linen chutes (713.13)

OTHER FIRE-RESISTANT CONSTRUCTION

_____ Fire walls (706)

_____ Fire-resistant joint systems (715)

_____ Fire partitions (708)

_____ Opening protectives (716)

_____ Smoke barriers (709)

_____ Dampers (717)

_____ Smoke partitions (710)

_____ Concealed spaces (718)

_____ Penetrations (714)

_____ Thermal- and sound-insulating materials (720,807)

INTERIOR FINISHES (Chapter 8)

_____ Smoke development (803.1.1, 803.1.2, 803.13, Table 803.13)

_____ Floor finish (804)

_____ Flame spread (803.1.1, 803.1.2, 803.13, Table 803.13)

_____ Combustible materials (805)

_____ Textile/expanded vinyl coverings (803.5-803.8)

_____ Decorative materials and trim (806)

_____ HDPE/PP/site-fabricated stretch systems/laminated products/wood facings (803.9-803.12)

_____ Acoustical ceiling systems (808)

FIRE PROTECTION AND LIFE SAFETY SYSTEMS (Chapter 9)

AUTOMATIC SPRINKLER SYSTEMS (903) (where required)

_____ Assembly (A-1, A-2, A-3, A-4, A-5) (903.2.1)

_____ Storage/repair garage (S-1) (903.2.9)

_____ Ambulatory care facilities (B) (903.2.2)

_____ Parking garages (903.2.11.1)

_____ Educational (E) (903.2.3)

_____ Windowless story (903.2.11.1)

_____ Factory/Industrial (F-1) (903.2.4.)

_____ Rubbish and linen chutes (903.2.11.2)

_____ High-hazard (H-1, H-2, H-3, H-4, H-5) (903.2.5)

_____ Buildings at least 55 ft. high (903.2.11.3)

_____ Institutional (I-1, I-2, I-3, I-4) (903.2.6)

_____ Incidental uses (Table 509)

_____ Mercantile (M) (903.2.7)

_____ Additional required systems (Table 903.2.11.6)

_____ Residential (R) (903.2.8)

_____ International Fire Code (IFC 903.2.11.6)

AUTOMATIC SPRINKLER SYSTEMS (903) (Design)

(also see Fire Code Sprinkler Plan Review Record)

_____ Shop drawings (107.2.2)

_____ Water supplies (903.3.5)

_____ NFPA 13 system (903.3.1.1)

_____ Hose threads (903.3.6)

_____ NFPA 13R system (903.3.1.2)

_____ Fire department connections (903.3.7)

_____ NFPA 13D system (903.3.1.3)

_____ Limited area sprinkler system (903.3.8)

_____ Quick-response & residential heads (903.3.2)

_____ Sprinkler monitoring and alarms (903.4)

_____ Actuation (903.3.4)

ALTERNATIVE AUTOMATIC FIRE-EXTINGUISHING SYSTEMS (904)

_____ Installation (904.3)

_____ Halon systems (904.9)

_____ Wet-chemical systems (904.5)

_____ Clean-agent systems (904.10)

_____ Dry-chemical systems (904.6)

_____ Automatic water mist system (904.11)

_____ Foam systems (904.7)

_____ Commercial cooking systems (904.13)

_____ Carbon dioxide systems (904.8)

_____ Aerosol fire-extinguishing systems (904.14)

STANDPIPE SYSTEMS (905)

_____ Installation standard (905.2)	—	Marinas/boatyards (905.3.7)
_____ Building height (905.3.1)	—	Rooftop gardens/landscaped roofs (905.3.8)
_____ Group A (905.3.2)	—	Hose connections and locations (905.1, 905.4, 905.5, 905.6)
_____ Covered and open malls (905.3.3)	—	Cabinets (905.7)
_____ Stages (905.3.4)	—	Dry standpipes (905.8)
_____ Underground buildings (905.3.5)	—	Valve supervision (905.9)
_____ Helistops/heliports (905.3.6)	—	Outlet caps (905.11)

PORTABLE FIRE EXTINGUISHERS (906)

_____ Required locations (906.1, 906.5, 906.6)	—	Cabinets (906.8)
_____ Installation standard (906.2)	—	Installation (906.9)
_____ Size and distribution (906.3)		

FIRE ALARM AND DETECTION SYSTEMS (907) (Where Required)

_____ Construction documents/shop drawings (907.1.1, 907.1.2)	—	Mercantile (M) (907.2.7)
_____ Assembly (A-1, A-2, A-3, A-4, A-5) (907.2.1)	—	Residential (R-1, R-2) (907.2.8, 907.2.9)
_____ Business (B) (907.2.2)	—	Single/multiple station smoke alarms (907.2.10)
_____ Educational (E) (907.2.3)	—	High-rise buildings (907.2.12)
_____ Factory (F-1, F-2) (907.2.4)	—	Atriums (907.2.13)
_____ High-hazard (H-5/organic coatings/highly toxic gases/organic peroxides/oxidizers) (907.2.5)	—	Other buildings/areas (907.2.11, 907.2.14-907.2.23)
_____ Institutional (I-1, I-2, I-3, I-4) (907.2.6)		

FIRE ALARM AND DETECTION SYSTEMS (907) (Design)

_____ Residential smoke alarm interconnection (907.2.10.5)	—	Initiating devices (907.4)
_____ Residential smoke alarm power source (907.2.10.6)	—	Occupant notification (907.5)
_____ Smoke detection system (907.2.10.7)		_____ Installation (907.6, 907.7)
_____ Fire safety functions (907.3)		

EMERGENCY ALARM SYSTEMS (908)

_____ Group H occupancy (908.1)	—	Group H-5 occupancy (908.1)
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SMOKE CONTROL SYSTEMS (909)

_____ Where required (402.7.2, 404.5, 405.5, 408.9, 410.2.7.2, 1023.11, 1029.6.2.1)	—	Design fire (909.9)
_____ Design requirements (909.1-909.4)	—	Equipment/power (909.10, 909.11)
_____ Smoke barriers (909.5)	—	Detection and control (909.12-909.18)
_____ Pressurization method (909.6)	—	Smokeproof enclosures (909.20)
_____ Airflow design method (909.7)	—	Elevator hoistway pressurization (909.21)
_____ Exhaust method (909.8)		

SMOKE AND HEAT REMOVAL (910)

_____ Where required (910.2)	—	Mechanical alternative (910.4)
_____ Smoke and heat vents (910.3)		

FIRE COMMAND CENTER (911)

_____ Requirements (911.1.1-911.1.6)

FIRE DEPARTMENT CONNECTIONS (912)

_____ Installation (912.1-912.6)

FIRE PUMPS (913)

_____ Requirements (913.1-913.5)

EMERGENCY RESPONDER SAFETY FEATURES/RADIO COVERAGE (914, 918)

_____ Requirements (914.1, 914.2, 918.1)

CARBON MONOXIDE DETECTORS (915)

_____ Requirements (915.1-915.6)

GAS DETECTION SYSTEMS (916)

_____ Requirements (916.1-916.11)

MASS NOTIFICATION SYSTEMS (917)

_____ Risk analysis (917.1)

OCCUPANT NEEDS (Chapters 10, 11, 12)

MEANS OF EGRESS (Chapter 10)

OCCUPANTLOAD
(1004.3, 1004.5 and Table 1004.5, 1004.6)

Location	Floor + sq. ft./ = Occt. Load Area person	Other Occt. Loads	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CAPACITY OF EGRESS COMPONENTS
(1005.3.1, 1005.3.2)

Egress width (inch/occupant) _____

Stairways _____

Other egress components _____

Location	Stairways	Other egress Components
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NUMBER OF EXITS/EXIT ACCESS (1006)

Location	Required	Shown
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

GENERAL MEANS OF EGRESS

_____ Design requirements (1003.2 - 1003.7)	-	Door hardware (1010.1.9, 1010.1.10)
_____ Encroachment (1005.7)	-	Stairways (1011)
_____ Means of egress illumination (1008)	-	Roof access (1011.12)
_____ Exit signs (1013)	-	Ramps (1012)
_____ Accessible means of egress (1009)	-	Handrails (1014)
_____ Door size/swing/opening force (1010.1 - 1010.1.3)	-	Guards (1015)
_____ Special doors/Gates/Turnstiles (1010.2, 1010.3)	-	Luminous egress path markings (1025)
_____ Door landings/Thresholds/Arrangement (1010.1.5-1010.1.8)	-	

EXIT ACCESS

_____ Exit access configuration (1007.1.1 - 1007.1.3)	-	Exit access stairways/ramps (1019)
_____ Common path of egress travel (Table 1006.2.1)	-	Corridors (1020)
_____ Intervening spaces (1016.2, 1016.2.1)	-	Air movement in corridors (1020.5)
_____ Exit access travel distance (1017)	-	Egress balconies (1021)
_____ Aisles (1018)	-	

EXITS / EXIT DISCHARGE

_____ Exits/Exit doors (1006, 1022)	-	Horizontal exits (1026)
_____ Exit configuration (1007.1.1, 1007.1.2)	-	Exterior exit stairways/ramps (1027)
_____ Interior exit stairways/ramps (1023)	-	Exit discharge (1028)
_____ Exit passageways (1024)	-	

OTHER MEANS OF EGRESS

_____ Miscellaneous egress requirements (1006.2.2.1 - 1006.2.2.6)	-	Assembly aisles & features (1029.6 - 1029.17)
_____ Bleachers (1029.1.1)	-	Emergency escape and rescue (1030)
_____ Assembly exits & egress (1029.2 - 1029.5)	-	

ACCESSIBILITY (Chapter 11)

(Also see Accessibility Plan Review Record)

_____ Scoping requirements (1103)	-	Special occupancies (1108)
_____ Accessible route (1104)	-	Features and facilities (1109)
_____ Accessible entrances (1105)	-	Recreational facilities (1110)
_____ Parking and passenger loading (1106)	-	Signage (1111)
_____ Dwelling units and sleeping units (1107)	-	

INTERIOR ENVIRONMENT (Chapter 12)

_____ Ventilation (1202, 1503.4) (Also see Mechanical Code Plan Review Record)	-	Sound transmission (1206)
_____ Temperature control (1203)	-	Interior space dimensions (1207)
_____ Lighting (1204)	-	Access to unoccupied spaces (1208)
_____ Yards or courts (1205)	-	Toilet and bathroom requirements (1209, 2509)

BUILDING ENVELOPE (Chapters 13*, 14, 15)

*See Energy Conservation Code Plan Review Record

EXTERIOR WALLS (Chapter 14)

<input type="checkbox"/> Performance requirements(1402)	<input type="checkbox"/> EIFS (1407)
<input type="checkbox"/> Materials (1403)	<input type="checkbox"/> HPL (1408)
<input type="checkbox"/> Exterior wall coverings/MCM's (1404,1406)	<input type="checkbox"/> Plastic composite decking (1409)
<input type="checkbox"/> Combustible material restrictions (1405)	

ROOF ASSEMBLIES AND ROOFTOP STRUCTURES (Chapter 15)

<input type="checkbox"/> Roof drainage (1502)	<input type="checkbox"/> Roof coverings (1507)
<input type="checkbox"/> Weather protection (1503)	<input type="checkbox"/> Roof insulation (1508)
<input type="checkbox"/> Flashing (1503.2, 1507.2.8, 1507.3.9,1507.5.7, 1507.7.7, 1507.8.8, 1507.9.9)	<input type="checkbox"/> Radiant barriers (1509)
<input type="checkbox"/> Performance requirements(1504)	<input type="checkbox"/> Rooftop structures (1510)
<input type="checkbox"/> Fire classification (1505)	<input type="checkbox"/> Reroofing (1511)
<input type="checkbox"/> Materials (1506)	<input type="checkbox"/> Photovoltaic panels/modules (1512)

STRUCTURAL SYSTEMS (Chapters 16, 17, 18)

STRUCTURAL DESIGN (Chapter 16)

STRUCTURAL DESIGN CALCULATIONS

Submitted for all structural members (106, 107.1, 107.2.1, 1604,1605)

DESIGN LOADS ON CONSTRUCTION DOCUMENTS(1603)

Uniformly distributed floor live loads (1603.1.1, Table 1607.1)

Floor Area Use	Loads Shown

Live load reduction (1603.1.1, 1607.11,1607.12)

Rain intensity, *i* (1603.1.9)

Roof live loads (1603.1.2, 1607.13)

Roof snow loads (1603.1.3, 1608; Chapter 7 of ASCE 7)

Ground snow load, *pg* (1608.2; 7.2 of ASCE7)

If *pg* > 10 psf, slope factor(s), *Cs* (7.4 of ASCE7)

If *pg* > 10 psf, flat-roof snow load, *pf* (7.3 of ASCE7)

If *pg* > 10 psf, drift surcharge loads, *pd* (7.7, 7.8 of ASCE 7)

If *pg* > 10 psf, snow exposure factor, *Ce* (Table 7.3.1 of ASCE 7)

If *pg* > 10 psf, width of snow drift, *w* (7.7, 7.8 of ASCE 7)

If *pg* > 10 psf, snow load importance factor, *Is* (7.3.3, Table 1.5-2 of ASCE 7)

Ponding instability (1608.3; 7.11, 8.4 of ASCE7)

If *pg* > 10 psf, roof thermal factor, *Ct* (Table 7.3.2 of ASCE 7)

Wind loads (1603.1.4, 1609; Chapters 26 - 31 of ASCE 7)

Design procedure (1609.1.1; Chapters 26-31 of ASCE 7)

Internal pressure coefficient (26.13, Table 26.13-1 of ASCE 7)

Wind speed (1609.3; Figs. 26.5.1, 26.5.2 of ASCE7)

Component and cladding pressures (Chapter 30 of ASCE 7)

Risk category (Table 1604.5; Table 1.5-1 of ASCE7)

Main wind-force resisting system (1609.5; 27.3-27.5, 28.3 - 28.5 of ASCE 7)

__ Surface roughness/Exposure categories (1609.4; 26.7 of ASCE 7)

Earthquake design data (1603.1.5, 1613; Chapters 11 - 13 and 15 - 23 of ASCE 7)

__ Risk category (Table 1604.5; Table 1.5-1 of ASCE 7) _____ Basic seismic-force-resisting system (Table 12.2-1 of ASCE 7)

__ Seismic importance factor, I_e (11.5.1, Table 1.5-2 of ASCE 7) _____ Response modification coefficient, R (Table 12.2-1 of ASCE 7)

__ Mapped spectral response acceleration parameters, S_s and S_1 (1613.2.1; 11.4.2 of ASCE 7) _____ Seismic response coefficient, C_s (12.8.1.1 of ASCE 7)

__ Design spectral response parameters, SDS and SD_1 (1613.2.4; 11.4.5 of ASCE 7) _____ Analysis procedure (12.6 of ASCE 7)

__ Site class (1613.2.2; 11.4.3, Chapter 20 of ASCE 7) _____ Design base shear (12.8.1 of ASCE 7)

__ Seismic design category (1613.2.5; 11.6 of ASCE 7)

Flood loads (1603.1.7, 1612)

__ Flood hazard area (1612.3) _____ Documentation (1612.4)

Ice loads (1614; Chapter 10 of ASCE 7)

__ Compliance

Tsunami loads (1615; Chapter 6 of ASCE 7)

__ Compliance

Other loads

__ Concentrated live loads (1607.4) _____ Impact loads (1607.10)

__ Partition loads (1607.5) _____ Misc. loads (1607.6, 1607.7, 1607.8, 1607.9, 1607.14, 1607.15, 1610, 1611, 2404)

Structural integrity (1616)

__ Design requirements (1616.1 - 1616.3)

SPECIAL INSPECTIONS AND TESTS (Chapter 17)

__ Approvals/Research report(s) (1703, 1703.4.2) _____ Sprayed fire-resistant materials and coatings (1705.14, 1705.15)
Report No. _____

__ Statement of special inspections (1704.3) _____ EIFS (1705.16)

__ Report requirement/submittal to building official (1704.2.4, 1704.5) _____ Fire-resistant penetrations and joints (1705.17)

__ Prefabricated items (1704.2.5, 1705.10) _____ Smoke control (1705.18)

__ Steel construction (1705.2) _____ Wind requirements (1704.3.3, 1705.11)

__ Concrete construction (1705.3, 1901.6) _____ Seismic resistance (1704.3.2., 1705.12, 1705.13)

__ Masonry construction (1705.4, 2101.3) _____ Contractor responsibility (1704.4)

__ Wood construction (1705.5) _____ Structural observations (1704.6)

__ Prepared fill and foundations (1705.6 - 1705.9) _____ Testing (other) (1706 - 1709)

SOILS AND FOUNDATIONS (Chapter 18)

__ Soils investigations/Reports (1803.1, 1803.2, 1803.3, 1803.6) _____ Foundation walls, retaining walls and embedded posts and poles (1807)

__ Soil classification (1803.5) _____ Foundations (1808)

__ Excavation, grading and fill (1804) _____ Shallow foundations (1809)

__ Dampproofing and waterproofing (1805) _____ Deep foundations (1810)

__ Load-bearing values (1603.1.6, 1806)

STRUCTURAL MATERIALS (Chapters 19, 21, 22, 23)

CONCRETE (Chapter 19)

_____ Plain, reinforced and structural plain concrete design/construction standard specified (1901.2, 1905, 1906)	___	Slab provisions (1907)
_____ Construction documents (1901.5)	___	Shotcrete (1908)

MASONRY (Chapter 21)

_____ Design method, construction standard specified (2101.2, 2104)	___	Seismic design (2106)
_____ Masonry units (2103.1)	___	Glass unit masonry (2110)
_____ Mortar type/grout (2103.2, 2103.3)	___	Fireplaces/Heaters/Chimneys (2111, 2112, 2113)
_____ Metal reinforcement (2103.4)	___	Dry-stack masonry (2114)

STEEL (Chapter 22)

_____ Structural steel design/construction standard specified (2205)	___	Steel storage racks (2209)
_____ Composite structural steel and concrete (1901.4, 2206)	___	Cold-formed steel design/construction standard specified (2210)
_____ Open-web steel joist design/construction standard specified (2207)	___	Cold-formed steel light-framed design/construction standard specified (2211)
_____ Steel cable structures (2208)	___	

WOOD (Chapter 23)

_____ Design method option used (2302.1)

MATERIAL STANDARDS/CONSTRUCTION REQUIREMENTS (2303-2306)

_____ Lumber (2303.1.1)	___	Engineered wood rim board (2303.1.13)
_____ Wood I-joists (2303.1.2)	___	Fire-retardant-treated wood (2303.2)
_____ Glue-laminated timbers (2303.1.3, 2303.1.4)	___	Hardwood and plywood (2303.3)
_____ Wood structural panels (2303.1.5, 2304.6, 2304.7, 2304.8)	___	Trusses (2303.4)
_____ Fiber-, hard-, & particle-, boards (2303.1.6 - 2303.1.8)	___	Joist hangers (2303.5)
_____ Decay and termite protection (2303.1.9, 2304.12)	___	Fasteners and fastening (2303.6, 2304.10, Table 2304.10.1)
_____ Structural composite lumber (2303.1.10)	___	Heavy timber construction (2304.11)
_____ Structural log members (2303.1.11)	___	Long-term loading (2304.13)
_____ Round timber poles and piles (2303.1.12)	___	Shear walls and diaphragms (2305, 2306)

CONVENTIONAL LIGHT-FRAME CONSTRUCTION (2308)

_____ Limitations satisfied (2308.2)	___	Wall bracing (2308.6)
_____ Foundations and footings (2308.3)	___	Roof and ceiling framing (2308.7)
_____ Floor framing (2308.4)	___	Design of elements (2308.8)
_____ Wall construction (2308.5)	___	

NONSTRUCTURAL MATERIALS (Chapters 24, 25, 26)

GLASS AND GLAZING (Chapter 24)

_____ Sloped glazing and skylights (2405) _____ Safety glazing (2406, 2407, 2408, 2409)

GYPSUM BOARD AND PLASTER (Chapter 25)

_____ Gypsum board materials (2506, Table 2506.2, Table 2508.1) _____ Reinforced gypsum concrete (2514)

_____ Plaster (2507, 2508, 2510 -2513)

PLASTIC (Chapter 26)

FOAM PLASTIC INSULATION (2603)

_____ Labeling (2603.2,2603.5.6)	_____	Protection against termites (2603.8)
_____ Surface-burning characteristics (2603.3,2603.5.4)	_____	Special approval (2603.9)
_____ Thermal barrier(2603.4)	_____	Wind resistance (2603.10)
_____ Exterior walls/Roofs (2603.5,2603.6)	_____	Cladding attachment (2603.11 - 2603.13)
_____ Interior finish/trim in plenums (2603.7)		

MISCELLANEOUS PLASTICS

_____ Interior finish and trim(2604)	_____	Plastic composites (2612)
_____ Plastic veneer(2605)	_____	Fiber-reinforced polymer (2613)
_____ Light-transmitting plastics (2606 -2611)	_____	Reflective plastic core insulation (2614)

BUILDING SERVICES* (Chapters 27, 28, 29, 30)

* Also see Electrical (Ch. 27), Mechanical (Ch. 28) and Plumbing (Ch. 29) Plan Review Records

ELEVATORS AND CONVEYING SYSTEMS (Chapter 30)

_____ Construction standard specified (3001.3, Table 3001.3)	—	Conveying systems (3004)
_____ Communication system(3001.2)		Machine rooms (3005)
_____ Hoistway enclosures (3002)		Elevator lobbies/hoistway opening protection (3006)
_____ Opening protectives(3002.1.1)		Fire service access elevator (3007)
_____ Emergency operations (3003)		Occupant evacuation elevator(3008)

SPECIAL DEVICES AND CONDITIONS (Chapters 31, 32)

SPECIAL CONSTRUCTION (Chapter 31)

_____ Membrane structures (3102)	—	Swimming pools, spas and hot tubs (3109)
_____ Temporary structures(3103)	—	Automatic vehicular gates (3110)
_____ Awnings and canopies/Marquees (3105,3106)	—	Solar energy systems (3111)
_____ Signs (3107)	—	Greenhouses (3112)
_____ Telecommunication and broadcast towers (3108)	—	Relocatable buildings (3113)

PEDESTRIAN WALKWAYS AND TUNNELS (3104)

_____ Construction and use (3104.3, 3104.4)	—	Public way (3104.6)
_____ Separation (3104.5,3104.10)	—	Egress (3104.7 -3104.9)

ENCROACHMENTS INTO THE PUBLIC RIGHT-OF-WAY (Chapter 32)

_____ Below grade (3202.1)	—	Temporary (3202.4)
_____ Above grade (3202.2, 3202.3)		

APPENDICES A-N

__ Appendices adopted (101.2.1) _____ Compliance verified