

Plan Review Checklist

Project _____ Date Submitted _____

General Project Information

- Project Title
- Legal Description of Site
- Occupancy Classification / Use Group
- Design Loads (Live, Snow, etc.)
- Proposed Use of Building or Land
- Contact Information for Project
- Zoning Verified
- Valuation

Notes _____

Code Review Section

- Use Group
- Area Allowed
- Sprinkler System Requirements
- Exits Required and Required Width
- Type of Construction
- Area Increase Taken
- Occupant Load
- Other _____

Notes _____

Site Plan Section

- Setbacks – Location of Building
- Existing Grade and Proposed Grade
- Off Street Parking-Required and Provided along with material
- Easements new and old
- Scale, North Arrow, Dimensions
- Walks, Drives, Approaches, Steps, Retaining Walls, Porches, etc.
- Elevations- Structure, curb, sewer, foundation, grade, etc.
- Curb Cuts, Drives, Walks
- Signage and screenings
- Utilities – size and location
- Fire Hydrant Locations, Access Roads

Notes _____

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Architectural Detail Section

- Footings and Foundation Detail
- Structural Plans
- Floor Plans
- Fire Separation Walls, Rated Walls, Openings
- Means of Egress
- Sprinkler Plans
- Smoke Towers / Stand Pipes
- Size and Type of Equipment (Schools, Daycares, Hospitals, Taverns, Food Service)
- Stair Details
- ADA

Notes _____

Mechanical Detail Section

- Number of Units
- Size of Units
- Equipment Schedule
- Duct Work Plan
- Smoke Detectors Required
- Smoke / Fire Dampers Location

Notes _____

Electrical Detail Section

- Service Detail
- Panel Schedule
- Fixture Location Drawing
- Emergency / Exit Lighting Plan
- Fire Alarm Plan if not on Fire Safety Plan
- Smoke / Heat Detector Plan
If not on Fire Safety Plan

Notes _____

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Plumbing Detail Section

- Domestic Supply Detail
- Sewage Disposal Detail
- Fixture Schedule
- Backflow Prevention Method
- Vent Stack Detail
- Equipment Schedule

Notes _____

Public Works

- Intersection Drawing
- Sanitary Sewer Detail and Calculations
- Drainage Detail (roof, foundation, etc.)
- Surface Water Plan and Calculations
- Method of Sewage Disposal
- Storm Sewer Detail
- Pre-treatment plan
- Curb and Gutter Profile Drawings

Notes _____

Fire Department

- Hazardous Material Storage Location, Type, Construction Material
- Knox Box Location
- 4 inch Storz

Notes _____

Instructions: Mark deficiencies with a red pen and explain in notes section. Mark items that are acceptable with a black pen. Any deficiencies not addressed with a check off should be outlined in the notes section. Please date and initial the section that you have reviewed.