Planning & Development Dept. - Permit Application Center
P.O. Box 11706, or 155 Johnston Street
Rock Hill, South Carolina 29731-1706
Phone: 803-329-5590 FAX: 803-329-7228
www.cityofrockhill.com

BUILDING PLAN REVIEW INSTRUCTIONS AND CHECKLIST

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

Before Submitting Building Plans

Most projects have other types of plans that must be submitted (and in some cases approved) prior to the submission of building plans. These include the following.

Site plans

Most projects require site plan approval prior to submitting building plans for review. See the **Site Plan Application** for more information.

Civil plans

Most projects also require civil plan review. See the **Civil Site Construction Plans Application** for more information.

You may submit your building plans for review at the same time as the civil construction plans, but they should be in separate packages because each has different permitting requirements. Only a one-page reference site plan should be included with the building plans in the building plan package.

Landscape and Lighting Plans

A landscape and lighting plan must be approved before the building permit can be issued for the project. These are usually part of the civil construction plan package, but when they are not, the **Landscape and Lighting Plan Application** is used.

Do not include landscape or lighting plans with the building plans. They must be submitted separately for review.

How to Submit Plans

Submit plans to the Planning & Development Department's Permit Application Center (PAC), which will coordinate your plan review through the necessary City Departments.

Electronic plan submission is required and allows for a faster plan review. Submission steps include:

Submit plans through the City's Online Services website at **www.cityofrockhill.com/onlineservices** or upload documents to: **https://cityofrockhill.sharefile.com/r-r1293f7272384115b.**

a. **Combine all sheets** into one .pdf file **and add bookmarks** listing the sheet number to each page.

b. **Architectural Seals:** Note that some occupancies, types and sizes of buildings require a South Carolina architect and/or engineer preparation with the seal and signature of the architect or engineer on each page of the plans. South Carolina allows a digital seal to be used on the plans when submitting plans for review digitally.

Corporations must include their COA (certificate of authorization) seal if the corporation name is listed on the title block of the plans.

See **Architectural Seal Requirements** and the **SCLLR website** for more information.

c. Include the following components with your plans:

- ☐ **Plan Review Submittal Form**
- ☐ **Copy of the approved site plan**
- ☐ **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.**
- ☐ **Special Inspections Information.**
  - ☐ Provide a **Schedule of Special Inspections.** If none are required, list this on the plans.

- ☐ Complete the **Special Inspections Form, List of Special Inspectors and Contractor's Statement of Responsibility** with a list of the special inspectors and a copy of their certifications.

☐ **FOG Grease Discharge Permit Application** - Food Service Establishments will need to obtain a Grease Discharge Permit and install a Grease Removal Device. Visit www.cityofrockhill.com/FOG for more information. This is required before the certificate of occupancy can be issued. Specifications for the grease removal device should be submitted during plan review.

☐ **Online Business License Services –** The tenant(s) occupying the space should complete a new Business License Application online to start or change a business.

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.
5. Once plans are approved:
   a. The **general contractor should complete these forms to obtain the building permit:**
      ☐ **Building Permit Application**
      ☐ **New Contractor Application** - for general contractors and subcontractors applying for their first permit in Rock Hill. For Contractor Licensing Requirements, click here.
   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.**

Submitting Plans to Outside Agencies

You are responsible for routing your plans to other agencies outside of the City.

- Prior to demolition or renovation, interior or exterior, you must notify SCDHEC and obtain their approval for asbestos removal. Contact SCDHEC for details at (803) 898-4123 or online here.
- Food service establishments should check with SCDHEC for their required specifications. Check SCDHEC requirements for food establishments and exhaust hoods here.
- Fire Sprinkler Plans for new systems are reviewed by the SCLLR State Fire Marshal in addition to the City when a new system is installed or any modifications are made to an existing system adding 12 or more sprinkler heads. Please see the **Fire Sprinkler System Plan Checklist** for more information. **A copy of the approval letter from the SC Fire Marshal is required to be submitted before your Certificate of Occupancy can be issued.** Visit http://scfiremarshal.llronline.com/ for more information.

Contact Information

SCDHEC - Midlands EQC Lancaster
2475 DHEC Road
Lancaster, SC 29720
Phone: (803) 285-7461
Fax: (803) 285-5594
www.scdhec.gov

SC Fire Marshal – SCLLR
Mailing Address:
Office of State Fire Marshal
141 Monticello Trail
Columbia, S.C. 29203
Phone: (803) 896-9800
Fax: (803) 896-9806
scfiremarshal.llronline.com

BUILDING PLANS CHECKLIST

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.
- ☐ Include Building Code Summary information (also known as Appendix B in NC) on cover sheet. See the Building Code Summary for a complete list of information to include.
- ☐ Provide a Statement or Schedule of Special Inspections that will be required for the project and complete the **Special Inspections Form**. See the attached example of a statement of special inspections. A list of each special inspector along with his state license information is required to be provided before a building permit can be issued.

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.
- ☐ Elevation drawings that meet the Architectural Design Standards from the Rock Hill Zoning Ordinance. See the section below for more information.

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.
- ☐ COMCheck details must be provided. See www.energycodes.gov for more info.
- ☐ Complete and sign the **Electrical Load Data form** and return with plans. The City of Rock Hill is the electric service provider in most areas. Provide the owner's/tenant's name and mailing address so that we can contact them for any service agreements that may need to be signed.

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. See **Building Construction Codes** we enforce for current code editions.
- ☐ Cross connection protection details (pits, valves, etc.).
- ☐ Grease trap details showing type, design and capacity meeting the City Fat, Oil and Grease (FOG) control ordinance (if applicable). Visit www.cityofrockhill.com/FOG for more information.
- ☐ **Wastewater Survey and Discharge Permit application**, if applicable.
- ☐ Backflow prevention test reports for irrigation and fire sprinkler systems from third party inspector must be submitted before C.O. can be issued.

MECHANICAL PLAN

- ☐ Schedule of all equipment. Include cfm, unit sizing (BTU's), 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.
- ☐ COMCheck details must be provided. See www.energycodes.gov for more info.
- ☐ Energy calculations and lighting power budget. (OTTV, COP, EER, Power Factor) per Model Energy Code for buildings 5000 sq. ft. or greater.

FIRE PROTECTION PLAN

- ☐ Fire sprinkler plans must be submitted to the SC State Fire Marshal if adding 12 or more additional heads. A copy of their approval is required before rough-in inspections can be scheduled. If adding 11 heads or less, the sprinkler plan can be reviewed by City. See the Fire Sprinkler System Plan Checklist for more information.
- ☐ If an automatic fire extinguishing system is to be installed, a separate plan review and permit is required. See the Fire Extinguishing System Plan Checklist for more information.
- ☐ If a fire alarm system is to be installed, a separate plan review and permit is required. See the Fire Alarm System Plan Checklist for more information.
- ☐ Backflow prevention test reports for irrigation and fire sprinkler systems from third party inspector must be submitted before C.O. can be issued.

ARCHITECTURAL DESIGN STANDARDS FROM THE ROCK HILL ZONING ORDINANCE (RHZO)

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. Chapter 9 contains most of the architectural design standards.

HISTORIC DESIGN GUIDELINES

Properties that are located in one of the City's Historic Overlay Districts also must be reviewed for compliance with the Historic Design Guidelines. See the City's Historic Design Review Standards webpage for more information. Depending on the category of property (as assigned in the Guidelines) and the type and location of the proposed work, the Board of Historic Review may be required to review the project for compliance with the Guidelines. If this is the case, our staff can help facilitate this review process for you. It involves a public hearing in front of the Board. Depending on when the request is received in the meeting cycle of the Board, the request usually can be heard by the Board within approximately 30 to 45 days from the time it is received.

SIGN PERMITS

- ☐ Signs and sign details. If signs will be installed, a separate sign plan review and Sign Permit Application is required. The City's sign regulations can be found online in the **Rock Hill Zoning Ordinance** (see Chapter 8.10). Visit our website for more information.

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 (*At*)_____ft²

Tabular allowance area for non-sprinklered buildings (*NS*)_____ft²

Allowable building area_____ft²

Aa = At + (*NS* × *If*)

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 (*Aa*) grade plane (maximum 3) (*Sa*)

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 pro- vide, 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_t)**	**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) = $\sum \frac{\text{Actual floor area}}{\text{Allow. floor area*}}$ = ____ + ____ + ____ + ____ = ____ □1.0

* Allowable floor area = $A_t + (NS \times I_f)$

CHECK MAXIMUM ALLOWABLE AREA (506.2.4)

Three stories or less buildings ____________

Four or more story buildings (Total area ratio □ 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)*
_____ Egress *(505.2.2)*
_____ Openness *(505.2.3)*
_____ Equipment platforms *(505.3)*

UNLIMITED AREA BUILDINGS *(507)*

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

SPECIAL PROVISIONS (510)

_____ Special condition applicable *(510.1)*
_____ Compliance verified

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

HIGH-RISE BUILDINGS (403)

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

ATRIUMS (404)

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

OTHER SPECIAL USE AND OCCUPANCY

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

FIRE-RESISTANCE RATINGS AND FIRE TESTS (703)

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

BUILDING ELEMENTS (Table 601)

☐ _____ Structural frame (704)
☐ _____ Interior bearing walls
☐ _____ Interior nonbearing walls
☐ _____ Floor construction *(711)*
☐ _____ Roof construction *(711)*

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

	North	East	South	West
Fire separation distance	_____	_____	_____	_____
Bearing	☐ _____	☐ _____	☐ _____	☐ _____
Nonbearing	☐ _____	☐ _____	☐ _____	☐ _____

_____ Projections *(705.2)*
_____ Materials/stability *(705.4, 705.6)*
☐ _____ Opening projection *(705.8.1-705.8.4)*
☐ _____ Vertical fire spread protection *(705.8.5, 705.8.6)*
☐ _____ Parapets *(705.11)*

FIRE BARRIERS (707)

☐ _____ Shaft enclosures *(707.3.1)*
☐ _____ Interior exit stairway/ramp *(707.3.2)*
☐ _____ Exit access stairway/ramp *(707.3.3.)*
☐ _____ Exit passageway *(707.3.4)*
☐ _____ Horizontal exits *(707.3.5)*
☐ _____ Atriums *(707.3.6)*
☐ _____ Incidental uses *(707.3.7)*
☐ _____ Control areas *(707.3.8)*
☐ _____ Mixed occupancy and fire area separations *(707.3.9, 707.3.10, 901.7)*
☐ _____ 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 partitions *(708)*

☐ _____ Smoke barriers *(709)*

_____ Smoke partitions *(710)*

_____ Penetrations *(714)*

_____ Fire-resistant joint systems *(715)*

_____ Opening protectives *(716)*

_____ Dampers *(717)*

_____ Concealed spaces *(718)*

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

INTERIOR FINISHES (Chapter 8)

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

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

_____ Textile/expanded vinyl coverings *(803.5-803.8)*

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

_____ Floor finish *(804)*

_____ Combustible materials *(805)*

_____ Decorative materials and trim *(806)*

_____ 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)*

_____ Ambulatory care facilities (B) *(903.2.2)*

_____ Educational (E) *(903.2.3)*

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

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

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

_____ Mercantile (M) *(903.2.7)*

_____ Residential (R) *(903.2.8)*

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

_____ Parking garages *(903.2.11.1)*

_____ Windowless story *(903.2.11.1)*

_____ Rubbish and linen chutes *(903.2.11.2)*

_____ Buildings at least 55 ft. high *(903.2.11.3)*

_____ Incidental uses *(Table 509)*

_____ Additional required systems *(Table 903.2.11.6)*

_____ 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)*

_____ NFPA 13 system *(903.3.1.1)*

_____ NFPA 13R system *(903.3.1.2)*

_____ NFPA 13D system *(903.3.1.3)*

_____ Quick-response & residential heads *(903.3.2)*

_____ Actuation *(903.3.4)*

_____ Water supplies *(903.3.5)*

_____ Hose threads *(903.3.6)*

_____ Fire department connections *(903.3.7)*

_____ Limited area sprinkler system *(903.3.8)*

_____ Sprinkler monitoring and alarms *(903.4)*

ALTERNATIVE AUTOMATIC FIRE-EXTINGUISHING SYSTEMS (904)

_____ Installation *(904.3)*

_____ Wet-chemical systems *(904.5)*

_____ Dry-chemical systems *(904.6)*

_____ Foam systems *(904.7)*

_____ Carbon dioxide systems *(904.8)*

_____ Halon systems *(904.9)*

_____ Clean-agent systems *(904.10)*

_____ Automatic water mist system *(904.11)*

_____ Commercial cooking systems *(904.13)*

_____ Aerosol fire-extinguishing systems *(904.14)*

STANDPIPE SYSTEMS (905)

_____ Installation standard *(905.2)*

_____ Building height *(905.3.1)*

_____ Group A *(905.3.2)*

_____ Covered and open malls *(905.3.3)*

_____ Stages *(905.3.4)*

_____ Underground buildings *(905.3.5)*

_____ Helistops/heliports *(905.3.6)*

_____ Marinas/boatyards *(905.3.7)*

_____ Rooftop gardens/landscaped roofs *(905.3.8)*

_____ Hose connections and locations *(905.1, 905.4, 905.5, 905.6)*

_____ Cabinets *(905.7)*

_____ Dry standpipes *(905.8)*

_____ Valve supervision *(905.9)*

_____ Outlet caps *(905.11)*

PORTABLE FIRE EXTINGUISHERS (906)

_____ Required locations *(906.1, 906.5, 906.6)*

_____ Installation standard *(906.2)*

_____ Size and distribution *(906.3)*

_____ Cabinets *(906.8)*

_____ Installation *(906.9)*

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

_____ Construction documents/shop drawings *(907.1.1, 907.1.2)*

_____ Assembly (A-1, A-2, A-3, A-4, A-5) *(907.2.1)*

_____ Business (B) *(907.2.2)*

_____ Educational (E) *(907.2.3)*

_____ Factory (F-1, F-2) *(907.2.4)*

_____ High-hazard (H-5/organic coatings/highly toxic gases/organic peroxides/oxidizers) *(907.2.5)*

_____ Institutional (I-1, I-2, I-3, I-4) *(907.2.6)*

_____ Mercantile (M) *(907.2.7)*

_____ Residential (R-1, R-2) *(907.2.8, 907.2.9)*

_____ Single/multiple station smoke alarms *(907.2.10)*

_____ High-rise buildings *(907.2.12)*

_____ Atriums *(907.2.13)*

_____ Other buildings/areas *(907.2.11, 907.2.14-907.2.23)*

FIRE ALARM AND DETECTION SYSTEMS (907) (Design)

_____ Residential smoke alarm interconnection *(907.2.10.5)*

_____ Residential smoke alarm power source *(907.2.10.6)*

_____ Smoke detection system *(907.2.10.7)*

_____ Fire safety functions *(907.3)*

_____ Initiating devices *(907.4)*

_____ Occupant notification *(907.5)*

_____ Installation *(907.6, 907.7)*

EMERGENCY ALARM SYSTEMS (908)

_____ Group H occupancy (908.1)

_____ Group H-5 occupancy (908.1)

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 requirements *(909.1-909.4)*

_____ Smoke barriers *(909.5)*

_____ Pressurization method *(909.6)*

_____ Airflow design method *(909.7)*

_____ Exhaust method *(909.8)*

_____ Design fire *(909.9)*

_____ Equipment/power *(909.10, 909.11)*

_____ Detection and control *(909.12-909.18)*

_____ Smokeproof enclosures *(909.20)*

_____ Elevator hoistway pressurization *(909.21)*

SMOKE AND HEAT REMOVAL (910)

_____ Where required *(910.2)*

_____ Smoke and heat vents *(910.3)*

_____ Mechanical alternative *(910.4)*

FIRE COMMAND CENTER (911)

_____ Requirements *(911.1.1-911.1.6)*

FIRE DEPARMENT 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)

OCCUPANT LOAD
(1004.3, 1004.5 and Table 1004.5, 1004.6)

Location	Floor Area	+ sq. ft./ person	= Occt. Load	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

GENERAL MEANS OF EGRESS

_____ Design requirements *(1003.2 - 1003.7)*

_____ Encroachment *(1005.7)*

_____ Means of egress illumination *(1008)*

_____ Exit signs *(1013)*

_____ Accessible means of egress *(1009)*

_____ Door size/swing/opening force *(1010.1 - 1010.1.3)*

_____ Special doors/Gates/Turnstiles *(1010.2, 1010.3)*

_____ Door landings/Thresholds/Arrangement *(1010.1.5 - 1010.1.8)*

_____ Door hardware *(1010.1.9, 1010.1.10)*

_____ Stairways *(1011)*

_____ Roof access *(1011.12)*

_____ Ramps *(1012)*

_____ Handrails *(1014)*

_____ Guards *(1015)*

_____ Luminous egress path markings *(1025)*

EXIT ACCESS

_____ Exit access configuration *(1007.1.1 - 1007.1.3)*

_____ Common path of egress travel *(Table 1006.2.1)*

_____ Intervening spaces *(1016.2, 1016.2.1)*

_____ Exit access travel distance *(1017)*

_____ Aisles *(1018)*

_____ Exit access stairways/ramps *(1019)*

_____ Corridors *(1020)*

_____ Air movement in corridors *(1020.5)*

_____ Egress balconies *(1021)*

EXITS / EXIT DISCHARGE

_____ Exits/Exit doors *(1006, 1022)*

_____ Exit configuration *(1007.1.1, 1007.1.2)*

_____ Interior exit stairways/ramps *(1023)*

_____ Exit passageways *(1024)*

_____ Horizontal exits *(1026)*

_____ Exterior exit stairways/ramps *(1027)*

_____ Exit discharge *(1028)*

OTHER MEANS OF EGRESS

_____ Miscellaneous egress requirements *(1006.2.2.1 - 1006.2.2.6)*

_____ Bleachers *(1029.1.1)*

_____ Assembly exits & egress *(1029.2 - 1029.5)*

_____ Assembly aisles & features *(1029.6 - 1029.17)*

_____ Emergency escape and rescue *(1030)*

ACCESSIBILITY (Chapter 11)

(Also see Accessibility Plan Review Record)

_____ Scoping requirements *(1103)*

_____ Accessible route *(1104)*

_____ Accessible entrances *(1105)*

_____ Parking and passenger loading *(1106)*

_____ Dwelling units and sleeping units *(1107)*

_____ Special occupancies *(1108)*

_____ Features and facilities *(1109)*

_____ Recreational facilities *(1110)*

_____ Signage *(1111)*

INTERIOR ENVIRONMENT (Chapter 12)

_____ Ventilation *(1202, 1503.4) (Also see Mechanical Code Plan Review Record)*

_____ Temperature control *(1203)*

_____ Lighting *(1204)*

_____ Yards or courts *(1205)*

_____ Sound transmission *(1206)*

_____ Interior space dimensions *(1207)*

_____ Access to unoccupied spaces *(1208)*

_____ Toilet and bathroom requirements *(1209, 2509)*

BUILDING ENVELOPE (Chapters 13*, 14, 15)

*See Energy Conservation Code Plan Review Record

EXTERIOR WALLS (Chapter 14)

_____ Performance requirements *(1402)*

_____ Materials *(1403)*

_____ Exterior wall coverings/MCM's *(1404, 1406)*

_____ Combustible material restrictions *(1405)*

_____ EIFS *(1407)*

_____ HPL *(1408)*

_____ Plastic composite decking *(1409)*

ROOF ASSEMBLIES AND ROOFTOP STRUCTURES (Chapter 15)

_____ Roof drainage *(1502)*

_____ Weather protection *(1503)*

_____ Flashing *(1503.2, 1507.2.8, 1507.3.9, 1507.5.7, 1507.7.7, 1507.8.8, 1507.9.9)*

_____ Performance requirements *(1504)*

_____ Fire classification *(1505)*

_____ Materials *(1506)*

_____ Roof coverings *(1507)*

_____ Roof insulation *(1508)*

_____ Radiant barriers *(1509)*

_____ Rooftop structures *(1510)*

_____ Reroofing *(1511)*

_____ 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)*

_____ Roof live loads *(1603.1.2, 1607.13)*

_____ Rain intensity, *i (1603.1.9)*

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

_____ Ground snow load, *pg (1608.2; 7.2 of ASCE 7)*

_____ If *pg* > 10 psf, flat-roof snow load, *pf (7.3 of ASCE 7)*

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

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

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

_____ If *pg* > 10 psf, slope factor(s), *Cs (7.4 of ASCE 7)*

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

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

_____ Ponding instability *(1608.3; 7.11, 8.4 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)*

_____ Wind speed *(1609.3; Figs. 26.5.1, 26.5.2 of ASCE 7)*

_____ Risk category *(Table 1604.5; Table 1.5-1 of ASCE 7)*

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

_____ Component and cladding pressures *(Chapter 30 of ASCE 7)*

_____ 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, *Ie (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, *Ss* and *S1 (1613.2.1; 11.4.2 of ASCE 7)*

_____ Seismic response coefficient, *Cs (12.8.1.1 of ASCE 7)*

_____ Design spectral response parameters, *SDS and SD1 (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)* *Report No.* _____

_____ Sprayed fire-resistant materials and coatings *(1705.14, 1705.15)*

_____ 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)*

_____ Construction documents *(1901.5)*

_____ Slab provisions *(1907)*

_____ Shotcrete *(1908)*

MASONRY (Chapter 21)

_____ Design method, construction standard specified *(2101.2, 2104)*

_____ Masonry units *(2103.1)*

_____ Mortar type/grout *(2103.2, 2103.3)*

_____ Metal reinforcement *(2103.4)*

_____ Seismic design *(2106)*

_____ Glass unit masonry *(2110)*

_____ Fireplaces/Heaters/Chimneys *(2111, 2112, 2113)*

_____ Dry-stack masonry *(2114)*

STEEL (Chapter 22)

_____ Structural steel design/construction standard specified *(2205)*

_____ Composite structural steel and concrete *(1901.4, 2206)*

_____ Open-web steel joist design/construction standard specified *(2207)*

_____ Steel cable structures *(2208)*

_____ Steel storage racks (2209)

_____ Cold-formed steel design/construction standard specified (2210)

_____ Cold-formed steel light-framed design/construction standard specified (2211)

WOOD (Chapter 23)

_____ Design method option used *(2302.1)*

MATERIAL STANDARDS/CONSTRUCTION REQUIREMENTS (2303-2306)

_____ Lumber *(2303.1.1)*

_____ Wood I-joists *(2303.1.2)*

_____ Glue-laminated timbers *(2303.1.3, 2303.1.4)*

_____ Wood structural panels *(2303.1.5, 2304.6, 2304.7, 2304.8)*

_____ Fiber-, hard-, & particle-, boards *(2303.1.6 - 2303.1.8)*

_____ Decay and termite protection *(2303.1.9, 2304.12)*

_____ Structural composite lumber *(2303.1.10)*

_____ Structural log members *(2303.1.11)*

_____ Round timber poles and piles *(2303.1.12)*

_____ Engineered wood rim board *(2303.1.13)*

_____ Fire-retardant-treated wood *(2303.2)*

_____ Hardwood and plywood *(2303.3)*

_____ Trusses *(2303.4)*

_____ Joist hangers *(2303.5)*

_____ Fasteners and fastening *(2303.6, 2304.10, Table 2304.10.1)*

_____ Heavy timber construction *(2304.11)*

_____ Long-term loading *(2304.13)*

_____ Shear walls and diaphragms *(2305, 2306)*

CONVENTIONAL LIGHT-FRAME CONSTRUCTION (2308)

_____ Limitations satisfied *(2308.2)*

_____ Foundations and footings *(2308.3)*

_____ Floor framing *(2308.4)*

_____ Wall construction *(2308.5)*

_____ Wall bracing *(2308.6)*

_____ Roof and ceiling framing *(2308.7)*

_____ Design of elements *(2308.8)*

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)*

_____ Surface-burning characteristics *(2603.3, 2603.5.4)*

_____ Thermal barrier *(2603.4)*

_____ Exterior walls/Roofs *(2603.5, 2603.6)*

_____ Interior finish/trim in plenums *(2603.7)*

_____ Protection against termites *(2603.8)*

_____ Special approval *(2603.9)*

_____ Wind resistance *(2603.10)*

_____ Cladding attachment *(2603.11 -2603.13)*

MISCELLANEOUS PLASTICS

_____ Interior finish and trim *(2604)*

_____ Plastic veneer *(2605)*

_____ Light-transmitting plastics *(2606 -2611)*

_____ Plastic composites *(2612)*

_____ Fiber-reinforced polymer *(2613)*

_____ 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)*

_____ Communication system *(3001.2)*

_____ Hoistway enclosures *(3002)*

_____ Opening protectives *(3002.1.1)*

_____ Emergency operations *(3003)*

_____ Conveying systems *(3004)*

_____ Machine rooms *(3005)*

_____ Elevator lobbies/hoistway opening protection *(3006)*

_____ Fire service access elevator *(3007)*

_____ Occupant evacuation elevator *(3008)*

SPECIAL DEVICES AND CONDITIONS (Chapters 31, 32)

SPECIAL CONSTRUCTION (Chapter 31)

_____ Membrane structures *(3102)*

_____ Temporary structures *(3103)*

_____ Awnings and canopies/Marquees *(3105, 3106)*

_____ Signs *(3107)*

_____ Telecommunication and broadcast towers *(3108)*

_____ Swimming pools, spas and hot tubs *(3109)*

_____ Automatic vehicular gates *(3110)*

_____ Solar energy systems *(3111)*

_____ Greenhouses *(3112)*

_____ Relocatable buildings *(3113)*

PEDESTRIAN WALKWAYS AND TUNNELS (3104)

_____ Construction and use *(3104.3, 3104.4)*

_____ Separation *(3104.5, 3104.10)*

_____ Public way *(3104.6)*

_____ Egress *(3104.7 -3104.9)*

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

_____ Below grade *(3202.1)*

_____ Above grade *(3202.2, 3202.3)*

_____ Temporary *(3202.4)*

APPENDICES A-N

_____ Appendices adopted (101.2.1)

_____ Compliance verified