



Plan Review Check List

The following check list is a guide only
Customize for your department

Revised 12/03

The following department's have approved the plans for construction

<input type="checkbox"/> Planning Dept	<input type="checkbox"/> Zoning Dept
<input type="checkbox"/> Water / Sewer or Health Dept	<input type="checkbox"/> Board of Architecture Review
<input type="checkbox"/> Fire Department	<input type="checkbox"/>

The following needs to be on the set of plans

Building Design

Plot Plan / Site Plan
 Occupancy of Building (*A2, B, M, S etc*)
 Type of Construction (*IIB, III, VA, VB etc*)
 Actual Area vs Area Allowed
 # of Occupants

Structural Design IBC 1603

Design Live Loads (*Floors and Roofs*)
 Design Dead Loads
 Snow Loads
 Importance Factor
 Snow Load
 Wind Load (*3 Second Gust*)
Prescriptive or Calculated Method?
 Seismic
 Sds
 Sd1
 Seismic Design Categories
 Flood Loads if in a Flood Zone

Details

Foundation Drawings
 Accessibility Elevations & Details
 Elevations
 Fire Partitions/ Barriers/ Walls & Penetrations -- (ICC, UL Ratings, etc)
 Truss Plans (*if applicable*)
 Framing Details (*if applicable*)
 Metal Building Plans (*if applicable*)

Mechanicals

Mechanical
 Plumbing
 Electrical