



Marion County Commercial Application Checklist

Public Works Department
 Building Inspection Division
 5155 Silverton Rd NE, PO Box 14500, Salem, OR 97309
 (503) 588-5147, Fax: (503) 588-7948,
<http://www.co.marion.or.us>

PROJECT INFORMATION

Project name:		Date:	
Address:	City:	State:	ZIP:
Scope of work:			
Reference no.:	Map and tax-lot no.:		
Contact person name:	Company:		
Phone:	Fax:		
Cellular phone:	E-mail:		

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.
- This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements.
- For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book.
- It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.
- In the checklist, “Required” means that the applicant must provide this information for plan review.
- In the checklist, “P” means —
 - *if checked by the applicant* — the information is provided for the plan review.
 - *if checked by the plans reviewer* — this information is required for the plan review.
- In the checklist, “NA” means that the information does not apply.
- Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted.

PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

INDEX OF CHECKLIST SECTIONS

1.0 General project data.....Page 2	7.0 Mechanical data (Types I and II kitchen-hood permits) Page 6
2.0 Civil dataPage 2	8.0 Plumbing data Page 7
3.0 Architectural dataPage 3	9.0 Electrical data..... Page 8
4.0 Structural data.....Page 4	10.0 Fire-suppression data Page 9
5.0 Mechanical data (new construction, tenant improvement, gas-piping permits)Page 5	11.0 Fire-detection and fire-alarm data..... Page 9
6.0 Mechanical data (additional or replacement rooftop-equipment installation permits)Page 6	12.0 Re-roof installation data..... Page 10
	13.0 Jurisdictional requirements Page 10

This checklist is for Marion County, based on the State of Oregon Tri-County Checklist.

SECTION 1.0 — GENERAL PROJECT DATA

Construction documents

Location (sheet number or spec section)

- 1.1 Required No. of sets of plans: **3 sets are required**
- 1.2 Required Cover sheet title block.....
- 1.3 Optional Cover sheet vicinity map.....
- 1.4 Required Cover sheet plan index
- 1.5 P NA Code summary.....
- 1.6 P NA Deferred submittal summary
- 1.7 P NA Professional stamp and signature
- 1.8 P NA Fire-and-life-safety plan

Notes

Supporting documents

- 1.20 P NA Land-use or planning actions
- 1.21 P NA Required fire-flow calculations
- 1.22 P NA Fire-hydrant flow-test report
- 1.23 P NA Fire department or fire district building survey report
- 1.24 P NA Material safety data sheets (MSDS).....

SECTION 2.0 — CIVIL DATA

Construction documents

Location (sheet number or spec section)

- 2.1 Required Site plan
- 2.2 Required Site utility plan
- 2.3 Required Grading plan.....
- 2.4 P NA Erosion-control plan.....
- 2.5 P NA Utility-vault location and details

Notes

Supporting documents

- 2.20 P NA Geotechnical/soil engineer report.....
- 2.21 P NA Storm-water calculations
- 2.22 P NA Site retaining-wall structural calculations

SECTION 3.0 — ARCHITECTURAL DATA

Construction documents			<i>Location (sheet number or spec section)</i>
3.1	<input checked="" type="checkbox"/>	Required	Floor plan(s) _____
3.2	<input checked="" type="checkbox"/>	Required	Transverse and longitudinal cross sections _____
3.3	<input checked="" type="checkbox"/>	Required	OSSC Chapter 11 accessibility requirements..... _____
3.4	<input type="checkbox"/>	P <input type="checkbox"/> NA	Interior elevations..... _____
3.5	<input type="checkbox"/>	P <input type="checkbox"/> NA	Exterior elevations..... _____
3.6	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof plan _____
3.7	<input type="checkbox"/>	P <input type="checkbox"/> NA	Wall type sections and details _____
3.8	<input type="checkbox"/>	P <input type="checkbox"/> NA	Reflected ceiling plan(s)..... _____
3.9	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fire-rated construction details _____
3.10	<input type="checkbox"/>	P <input type="checkbox"/> NA	Energy code compliant construction details and specifications _____
3.11	<input type="checkbox"/>	P <input type="checkbox"/> NA	Door schedule..... _____
3.12	<input type="checkbox"/>	P <input type="checkbox"/> NA	Glazing schedule _____
3.13	<input type="checkbox"/>	P <input type="checkbox"/> NA	Furniture plan _____
Supporting documents			<i>Notes</i>
3.20	<input type="checkbox"/>	P <input type="checkbox"/> NA	Energy code compliance forms/calculations..... _____
3.21	<input type="checkbox"/>	P <input type="checkbox"/> NA	Material safety data sheets (MSDS)..... _____
3.22	<input type="checkbox"/>	P <input type="checkbox"/> NA	Hazardous materials inventory statement (HMIS)..... _____
3.23	<input type="checkbox"/>	P <input type="checkbox"/> NA	Hazardous materials management plan (HMMP)..... _____
3.24	<input type="checkbox"/>	P <input type="checkbox"/> NA	Written fire-and-life-safety evacuation plan for area of rescue assistance _____
3.25	<input type="checkbox"/>	P <input type="checkbox"/> NA	Active and passive smoke-control information..... _____

SECTION 4.0 — STRUCTURAL DATA

Construction documents

Location (sheet number or spec section)

- 4.1 Required Structural cover sheet _____
- 4.2 P NA Foundation plan and details..... _____
- 4.3 P NA Under-slab mechanical plan _____
- 4.4 P NA Under-slab electrical plan..... _____
- 4.5 P NA Under-slab plumbing plan _____
- 4.6 P NA Floor framing plan..... _____
- 4.7 P NA Roof framing plan _____
- 4.8 P NA Structural elevations _____
- 4.9 P NA Structural details and cross sections _____
- 4.10 P NA Standpipe information _____
- 4.11 P NA Special inspector/structural observation matrix _____

Supporting documents

Notes

- 4.20 P NA Geotechnical/soil engineer report..... _____
- 4.21 P NA Site-specific seismic hazard report..... _____
- 4.22 P NA Design narrative _____
- 4.23 P NA Structural calculations _____

SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

Construction documents			<i>Location (sheet number or spec section)</i>
5.1	<input checked="" type="checkbox"/> Required	Floor plan	_____
5.2	<input checked="" type="checkbox"/> Required	Equipment schedule	_____
5.3	<input type="checkbox"/> P <input type="checkbox"/> NA	Site plan	_____
5.4	<input type="checkbox"/> P <input type="checkbox"/> NA	Under-slab mechanical plan	_____
5.5	<input type="checkbox"/> P <input type="checkbox"/> NA	Roof plan	_____
5.6	<input type="checkbox"/> P <input type="checkbox"/> NA	Fuel-gas-piping plan	_____
5.7	<input type="checkbox"/> P <input type="checkbox"/> NA	HVAC equipment and duct plan(s)	_____
5.8	<input type="checkbox"/> P <input type="checkbox"/> NA	Roof access details	_____
5.9	<input type="checkbox"/> P <input type="checkbox"/> NA	Duct smoke-detector plans	_____
5.10	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire/smoke damper locations	_____
5.11	<input type="checkbox"/> P <input type="checkbox"/> NA	Smoke-control plan	_____
5.12	<input type="checkbox"/> P <input type="checkbox"/> NA	Outside air (OSA) table	_____
5.13	<input type="checkbox"/> P <input type="checkbox"/> NA	Refrigeration equipment and piping plan	_____
5.14	<input type="checkbox"/> P <input type="checkbox"/> NA	Kitchen equipment plan	_____
5.15	<input type="checkbox"/> P <input type="checkbox"/> NA	Type I and/or Type II kitchen hood plan (see Section 7.0 — Mechanical Data)	_____
5.16	<input type="checkbox"/> P <input type="checkbox"/> NA	Fume/vapor hood plan	_____
5.17	<input type="checkbox"/> P <input type="checkbox"/> NA	Process piping/product and/or exhaust-conveying duct plan	_____
5.18	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-rated construction details	_____
5.19	<input type="checkbox"/> P <input type="checkbox"/> NA	Equipment hanger/fastener details	_____
Supporting documents			<i>Notes</i>
5.20	<input checked="" type="checkbox"/> Required	Structural calculations for vertical loads	_____
5.21	<input checked="" type="checkbox"/> Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs.	_____
5.22	<input type="checkbox"/> P <input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
5.23	<input type="checkbox"/> P <input type="checkbox"/> NA	Outside air (OSA) calculations	_____
5.24	<input type="checkbox"/> P <input type="checkbox"/> NA	Smoke-control calculations	_____
5.25	<input type="checkbox"/> P <input type="checkbox"/> NA	Combustion-air calculations	_____
5.26	<input type="checkbox"/> P <input type="checkbox"/> NA	Fuel-gas-piping sizing calculations	_____
5.27	<input type="checkbox"/> P <input type="checkbox"/> NA	Make-up air calculations	_____
5.28	<input type="checkbox"/> P <input type="checkbox"/> NA	Energy-code-compliance forms	_____
5.29	<input type="checkbox"/> P <input type="checkbox"/> NA	Boiler information	_____

SECTION 6.0 — MECHANICAL DATA (Additional or replacement rooftop installation permits)

Construction documents		<i>Location (sheet number or spec section)</i>
6.1	<input checked="" type="checkbox"/> Required	Roof plan _____
6.2	<input type="checkbox"/> P <input type="checkbox"/> NA	Roof framing plan _____
6.3	<input type="checkbox"/> P <input type="checkbox"/> NA	Fuel gas piping plan _____
6.4	<input type="checkbox"/> P <input type="checkbox"/> NA	Roof access details _____

Supporting documents		<i>Notes</i>
6.20	<input checked="" type="checkbox"/> Required	Structural calculations for vertical loads _____
6.21	<input checked="" type="checkbox"/> Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs. _____
6.22	<input type="checkbox"/> P <input type="checkbox"/> NA	Equipment manufacturers’ catalog “cut sheets” or specifications..... _____
6.23	<input type="checkbox"/> P <input type="checkbox"/> NA	Fuel gas piping sizing calculations..... _____
6.24	<input type="checkbox"/> P <input type="checkbox"/> NA	Energy code compliance forms _____

SECTION 7.0 — MECHANICAL DATA (Type I and Type II kitchen hood permits)

Construction documents		<i>Location (sheet number or spec section)</i>
7.1	<input checked="" type="checkbox"/> Required	Site plan..... _____
7.2	<input checked="" type="checkbox"/> Required	Floor plan(s) _____
7.3	<input checked="" type="checkbox"/> Required	Kitchen equipment plan..... _____
7.4	<input checked="" type="checkbox"/> Required	Kitchen equipment and hood elevations _____
7.5	<input type="checkbox"/> P <input type="checkbox"/> NA	Roof plan _____
7.6	<input type="checkbox"/> P <input type="checkbox"/> NA	Cross sections through hoods, ducts and shafts _____
7.7	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-rated construction details _____
7.8	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire suppression details _____

Supporting documents		<i>Notes</i>
7.20	<input checked="" type="checkbox"/> Required	Structural calculations for vertical loads _____
7.21	<input checked="" type="checkbox"/> Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs. _____
7.22	<input checked="" type="checkbox"/> Required	Make-up air calculations _____
7.23	<input type="checkbox"/> P <input type="checkbox"/> NA	Equipment manufacturers’ catalog “cut sheets” or specifications..... _____
7.24	<input type="checkbox"/> P <input type="checkbox"/> NA	Hood/grease extractor listing documentation..... _____
7.25	<input type="checkbox"/> P <input type="checkbox"/> NA	Hood/grease duct sizing calculations _____
7.26	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire suppression information..... _____

SECTION 8.0 — PLUMBING DATA

Construction documents			<i>Location (sheet number or spec section)</i>
8.1	<input checked="" type="checkbox"/>	Required	Floor plan(s) _____
8.2	<input checked="" type="checkbox"/>	Required	Piping and material schedule..... _____
8.3	<input checked="" type="checkbox"/>	Required	Equipment layout plan..... _____
8.4	<input checked="" type="checkbox"/>	Required	Fixture schedule _____
8.5	<input type="checkbox"/>	P <input type="checkbox"/> NA	Site utility plan _____
8.6	<input type="checkbox"/>	P <input type="checkbox"/> NA	Building cross section _____
8.7	<input type="checkbox"/>	P <input type="checkbox"/> NA	Rise diagram..... _____
8.8	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof plan _____
8.9	<input type="checkbox"/>	P <input type="checkbox"/> NA	Backflow-prevention location _____
8.10	<input type="checkbox"/>	P <input type="checkbox"/> NA	Irrigation plan _____
8.11	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fire-rated construction details _____
8.12	<input type="checkbox"/>	P <input type="checkbox"/> NA	Under-slab plumbing plan _____
Supporting documents			<i>Notes</i>
8.20	<input checked="" type="checkbox"/>	Required	Structural calculations for vertical loads. _____
8.21	<input checked="" type="checkbox"/>	Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs. _____
8.22	<input type="checkbox"/>	P <input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications..... _____
8.23	<input type="checkbox"/>	P <input type="checkbox"/> NA	Utility maintenance agreements _____
8.24	<input type="checkbox"/>	P <input type="checkbox"/> NA	Water supply calculations _____
8.25	<input type="checkbox"/>	P <input type="checkbox"/> NA	Sanitary system calculations _____
8.26	<input type="checkbox"/>	P <input type="checkbox"/> NA	Irrigation demand calculations _____
8.27	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof drain and storm-water calculations..... _____

SECTION 9.0 — ELECTRICAL DATA

Construction documents			<i>Location (sheet number or spec section)</i>
9.1	<input type="checkbox"/> P	<input type="checkbox"/> NA	No. of sets of plans: _____
9.2	<input type="checkbox"/> P	<input type="checkbox"/> NA	Floor plan(s)
9.3	<input type="checkbox"/> P	<input type="checkbox"/> NA	Electrical load calculations.....
9.4	<input type="checkbox"/> P	<input type="checkbox"/> NA	One line diagram
9.5	<input type="checkbox"/> P	<input type="checkbox"/> NA	Feeder riser diagram.....
9.6	<input type="checkbox"/> P	<input type="checkbox"/> NA	Available fault current information
9.7	<input type="checkbox"/> P	<input type="checkbox"/> NA	Panel schedule(s).....
9.8	<input type="checkbox"/> P	<input type="checkbox"/> NA	Site electrical plan
9.9	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fire-rated-construction details.....
9.10	<input type="checkbox"/> P	<input type="checkbox"/> NA	Lighting plan
9.11	<input type="checkbox"/> P	<input type="checkbox"/> NA	Emergency power system and emergency lighting plan
9.12	<input type="checkbox"/> P	<input type="checkbox"/> NA	Under-slab electrical plan.....
Supporting documents			<i>Notes</i>
9.20	<input checked="" type="checkbox"/> Required		Structural calculations for vertical loads
9.21	<input checked="" type="checkbox"/> Required		Structural calculations for lateral loads, for equipment weighing over 400 lbs.
9.22	<input type="checkbox"/> P	<input type="checkbox"/> NA	Energy code compliance forms and calculations for lighting.....
9.23	<input type="checkbox"/> P	<input type="checkbox"/> NA	Emergency power system specifications.....
9.24	<input type="checkbox"/> P	<input type="checkbox"/> NA	Feeder riser information
9.25	<input type="checkbox"/> P	<input type="checkbox"/> NA	Lighting equipment manufacturers' catalog "cut sheets" or specifications

SECTION 10.0 — FIRE SUPPRESSION DATA

Construction documents		<i>Location (sheet number or spec section)</i>
10.1	<input checked="" type="checkbox"/> Required	Floor plan(s) _____
10.2	<input checked="" type="checkbox"/> Required	Sprinkler piping plan(s)..... _____
10.3	<input type="checkbox"/> P <input type="checkbox"/> NA	Site plan..... _____
10.4	<input type="checkbox"/> P <input type="checkbox"/> NA	Standpipe information _____
10.5	<input type="checkbox"/> P <input type="checkbox"/> NA	Backflow-prevention information _____
10.6	<input type="checkbox"/> P <input type="checkbox"/> NA	Reflected ceiling plan(s)..... _____
10.7	<input type="checkbox"/> P <input type="checkbox"/> NA	Transverse and longitudinal cross sections _____
10.8	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-rated construction details _____
10.9	<input type="checkbox"/> P <input type="checkbox"/> NA	Specialty fire suppression system plans and list of systems _____
Supporting documents		<i>Notes</i>
10.20	<input checked="" type="checkbox"/> Required	Structural calculations for vertical loads _____
10.21	<input checked="" type="checkbox"/> Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs. _____
10.22	<input checked="" type="checkbox"/> Required	Equipment manufacturers’ catalog “cut sheets” _____
10.23	<input type="checkbox"/> P <input type="checkbox"/> NA	Hydraulic calculations _____
10.24	<input type="checkbox"/> P <input type="checkbox"/> NA	Specialty fire-suppression-system information _____

SECTION 11.0 — FIRE DETECTION AND ALARM DATA

Construction documents		<i>Location (sheet number or spec section)</i>
11.1	<input checked="" type="checkbox"/> Required	Floor plan(s) _____
11.2	<input type="checkbox"/> P <input type="checkbox"/> NA	Site plan..... _____
11.3	<input type="checkbox"/> P <input type="checkbox"/> NA	Reflected ceiling plan(s)..... _____
11.4	<input type="checkbox"/> P <input type="checkbox"/> NA	Transverse and longitudinal cross section(s)..... _____
11.5	<input type="checkbox"/> P <input type="checkbox"/> NA	Wiring schematic..... _____
11.6	<input type="checkbox"/> P <input type="checkbox"/> NA	Elevator recall information..... _____
11.7	<input type="checkbox"/> P <input type="checkbox"/> NA	Operational matrix..... _____
11.8	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-rated construction details _____
11.9	<input type="checkbox"/> P <input type="checkbox"/> NA	Standard electrical notes..... _____
Supporting documents		<i>Notes</i>
11.20	<input checked="" type="checkbox"/> Required	Structural calculations for vertical loads _____
11.21	<input checked="" type="checkbox"/> Required	Structural calculations for lateral loads, for equipment weighing over 400 lbs. _____
11.22	<input checked="" type="checkbox"/> Required	Equipment manufacturers’ catalog “cut sheets” _____
11.23	<input checked="" type="checkbox"/> Required	Installer certification information..... _____
11.24	<input type="checkbox"/> P <input type="checkbox"/> NA	Battery calculations _____
11.25	<input type="checkbox"/> P <input type="checkbox"/> NA	Sample fire alarm log book _____
11.26	<input type="checkbox"/> P <input type="checkbox"/> NA	Emergency power system specifications..... _____
11.27	<input type="checkbox"/> P <input type="checkbox"/> NA	Monitoring station information _____
11.28	<input type="checkbox"/> P <input type="checkbox"/> NA	Voltage drop calculations _____

SECTION 12.0 — RE-ROOF INSTALLATION DATA

Construction documents		<i>Location (sheet number or spec section)</i>
12.1*	<input checked="" type="checkbox"/> Required Site plan or building location map	_____
	The site plan typically includes the following:	
	<ul style="list-style-type: none"> • North arrow • A note describing the scope of work, such as tear-off, overlay, etc. • A note indicating approx. squares of roofing to be applied • Area in which work is to be performed • Location of roof access 	
12.2	<input checked="" type="checkbox"/> Required Occupancy classification.....	_____
12.3	<input checked="" type="checkbox"/> Required Type of construction.....	_____
12.4	<input checked="" type="checkbox"/> Required Minimum roof class required	_____
12.5	<input checked="" type="checkbox"/> Required Class of roofing to be installed.....	_____
12.6	<input checked="" type="checkbox"/> Required Roof plan	_____
12.7	<input type="checkbox"/> P <input type="checkbox"/> NA Parapet and scupper cross section(s).....	_____

Supporting documents		<i>Notes</i>
12.20	<input checked="" type="checkbox"/> Required Roofing system listing information.....	_____
12.21	<input checked="" type="checkbox"/> Required Roofing manufacturer’s catalog “cut sheets”	_____
12.22	<input type="checkbox"/> P <input type="checkbox"/> NA Structural calculations	_____
12.23	<input type="checkbox"/> P <input type="checkbox"/> NA Structural engineer’s report	_____

SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

Construction documents	Item	<i>Location (sheet number or spec section)</i>
13.1	<input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____
13.2	<input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____
13.3	<input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____
13.4	<input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____
13.5	<input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____
13.6	<input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____
13.7	<input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____
13.8	<input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____
13.9	<input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____
13.10	<input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required	_____

* The building official may waive submission of plans. Contact jurisdiction for more information.