



PLAN REVIEW SUBMITTAL CHECKLIST – COMMERCIAL EQUIPMENT INSTALLATION



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Below is a checklist of items that are typically required for the installation of commercial equipment. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable to your project, additional items may be requested as needed based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

BUILDING PERMIT PLAN REVIEW ITEMS		
Submittal Item	Required	Completeness Check
Building Permit Application	Yes	<input type="checkbox"/> Completely filled out including owner’s info, architect/engineer, & project contact <input type="checkbox"/> Emails provided for all contacts <input type="checkbox"/> Valuation provided on the form <input type="checkbox"/> Application is signed
Air Pollution Control District Form	Yes	<input type="checkbox"/> Completely filled out
Construction Plans	Yes	<input type="checkbox"/> Plans are legible and organized by discipline <input type="checkbox"/> Sheet index provided, plan set matches sheet index <input type="checkbox"/> Cover sheet provided with project information such as detailed scope of work, applicable codes, square footage, occupancy groups <input type="checkbox"/> Deferred submittals identified on cover sheet <input type="checkbox"/> Separate plan disciplines provided for Civil, Architectural, Structural, Mechanical, Electrical, Plumbing, and Landscaping <input type="checkbox"/> Plans are stamped and signed by design professionals <input type="checkbox"/> Detailed scope of work description on the cover sheet
Equipment Specifications	Yes	<input type="checkbox"/> Specs for new equipment provided as separate package or included in the plan set
Structural Calculations	Yes	<input type="checkbox"/> Required for anchorage of new equipment more than 400lbs <input type="checkbox"/> Ensure separate package of calculations is provided <input type="checkbox"/> Calcs are stamped and signed by design professional
100-Year Flood Elevation Certificate	Maybe	<input type="checkbox"/> *May be required for projects located in Zone A, AO, AH, AE on flood map for exterior, ground mounted equipment. Contact the Building Division for assistance determining the floodplain regulations for your project

If any of the items identified in the table above are not included, your submittal may be rejected.

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.