

COMMERCIAL BUILDING PLAN REVIEW CHECK LIST

The following checklist is to provide the minimum information needed to complete the initial plan review. This checklist is only a guideline and does not relieve the designer of the responsibility of providing all information needed to assure compliance with all adopted codes. **Any information not shown on site plan or blank not filled in checklist, the BUILDING PERMIT WILL BE DELAYED UNTIL THE INFORMATION IS PROVIDED.**

Detailed use of building: _____

Occ Group(s) _____ Bldg Type(s) _____ Number of stories _____

New Bldg. Area _____ Addition area _____ Fire Sprinklers Y _____ N _____

100 yr. Flood Zone Y _____ N _____ Haz. Materials Y _____ N _____ Sprinkler Density _____

Mezzanine Y _____ N _____ Area(s) _____ Fire Alarm Y _____ N _____

Occ Separations Y _____ N _____ Fire Rating(s) _____ Grease Intercept Y _____ N _____

Area Separation Y _____ N _____ Sand/oil Separator Y _____ N _____

PLAN SUBMITTAL REQUIREMENTS – 1 SET OF COMPLETE PLAN

Plans must be minimum size of 18" x 24" and be ink or print

*Site Plan _____ Grading Plan _____ Erosion Control Plan _____ Landscape Plan _____

Foundation Plan _____ Floor Plan _____ *Bldg Sections _____ Bldg Elevations _____

*Roof Plan w/drain _____ Struc Plans _____ Truss Calcs _____ Structural Calcs _____

Details/Specs _____ Electrical Plan _____ Elec Load Calcs _____ Mech Plan/Specs _____

Plumb/Gas Pipe _____ Material Safety Data Sheets and Quantities _____

Must state building type, allowable area, exiting, separations and etc., according to the Indiana Building Code.

*Not required for interior remodel. ONLY WHEN CHANGING THE STRUCTURE, ADDITIONS, ALTERATIONS, AND ANY NEW CONSTRUCTION.

*SITE PLAN – Must show all property lines and streets, the location of all existing and proposed structures and the location of the existing distances from the proposed structure to each property line and to the right-of-way.

FLOOR and ROOF PLANS – Including dimensions, windows, and doors.