

Town of Morrison

Commercial Plans Submittal Check List

1. Building Permit Application must be completely filled out, including:

- Contractor's name, phone number, and address.
- Owner's name, address and phone number.
- Specify a contact person: name, phone number, e-mail, or fax number.
- Project address.
- The estimated value of the project (include all materials and labor)

2. Title Page: must contain all of the following information:

- Building Occupancy classification(s)
- Building Construction Type
- Building square footage (gross and each individual occupancy classification)
- Building height.
- Occupant Load.
- Sprinklered/Unsprinklered.
- Allowable building area.
- Area increases used.

3. Plot Plan

- Recommended scale: 1/8" = 1' - 0"
- Lot dimensions.
- Building footprint with all projections & dimensions to all property lines and/or other buildings.
- North arrow.
- Easements.
- All parking.
- Show location of handicapped parking spaces with their access aisles and curb ramps, as well as any other ramps on the site.
- Handicapped access to the buildings from the public way.
- Location of any and all retaining walls (which require separate permits)

4. Foundation Plan with wet seal & signature by design professional on each page:

- Recommended scale: 1/4" = 1' - 0" Structural and architectural details.
- Footings, foundations, piers, and grade beams.
- Post and girder intersections.
- Fireplaces – masonry or gas.

5. Floor Plans: must include:

- Recommended scale: 1/4" = 1' - 0"
- Full architectural plans, fully dimensioned and labeled.
- Exit plan for each level detailing exit path and distance to the exit discharge.

6. Exterior Elevations:

- Recommended scale: $\frac{1}{4}'' = 1' - 0''$.
 - Identify finish materials to be used.
- 7. Structural and Architectural Details (to include all applicable from following):**
- Recommended scale: $\frac{3}{4}'' = 1' - 0''$
 - Roof, to include eaves, overhangs, rake and gables.
 - Floor changes (i.e. slab-to-wood frame).
 - Handrails, guardrails, and support details.
 - Structural framing details.
 - Fire wall, fire barrier and fire partition details.
 - Suspended ceiling plan with support details.
 - Structural section with details at foundation, floor and roof levels.
 - Typical cross section in each direction.
 - Special inspections required.
- 8. Manufacturer's Specifications for Prefabricated Trusses.**
- 9. HVAC PLAN to include all applicable:**
- Location of HVAC Equipment.
 - Duct location and layout for supply and return air.
 - Smoke/fire damper locations.
 - CFMs of all HVAC units.
 - Gas line drawing, including input rating in BTU's of all equipment.
- 10. Plumbing Layout (to include all supply and drainage piping).**
- Show all water heaters.
 - Sewer connection location.
 - Grease, oil, sand interceptors and sizing calculations.
 - Location and type of back-flow prevention devices.
- 11. Electrical Plan**
- Panel size(s) and location(s).
 - Outlet layout.
 - Switching layout.
 - Detail locations of ground fault and arc-fault outlets on the plans.
- 12. Handicapped accessibility**
- Define all handicapped access features for new construction per current International Building Code, and ANSI A-117.1, (1998 edition).
 - For remodeling and tenant improvement, the area of improvement shall comply with the access requirements for new construction. An accessible route of travel will be required to the remodeled/improved area.