

COMMERCIAL SUBMITTAL REVIEW CHECKLIST

APPLICATION

All areas are filled out *

GENERAL

Plans are scalable *

Plans are legible *

Key plan*

(Campus/large buildings/multi-tenant buildings)

SITE PLAN

Building setback dimensions *

Parking layout with setbacks *

Landscape layout *

Photometric plan and
exterior lighting cut sheets *

DEMOLITION PLANS

Scope of work is indicated

All room labels

(Indicate the existing use of the room)

FOUNDATION PLAN

Dimensions *

Foundation section *

FLOOR PLANS (All floors and mezzanines)

All Room labels *

(Indicate the use of the rooms)

Dimensions *

Sprinkler and type are indicated *

Seating and racking layouts

Required ratings and locations

Departments that review foundation submittals:
Building Services, Planning and Zoning, Engineering,
Civic Analytics, and Fire Prevention

Departments that review the full building permit submittal:
Building Services, Planning and Zoning, Engineering,
Fire Prevention, Health, Historic, and Civic Analytics.

Y Yes/Provided

N No/Not Provided

N/A Not Applicable

* Required for foundation review

DETAILS

Wall types *

(Indicate the Type of Construction)

Accessibility standards

Listed assemblies for rated construction

Building sections

Stair and ramp sections

ROOF PLAN

Roof drainage

Rooftop equipment

EXTERIOR ELEVATIONS

Building height *

SEALED DRAWINGS

Exempt from architect/engineer stamp

Architectural

Civil

Structural Design criteria

Mechanical

Electrical

Plumbing

Pre-Engineered Building

Depending on project scope,
additional department reviews may be required.

This checklist is not to be construed as all-inclusive or
absolute with regard to submittal requirements or code
compliance. Additional information may be required from
this and other departments for plan review and permit
issuance.