



Applicant Services Center
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Commercial T.I. - General Responsibilities

Screening Responsibilities: These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an application. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the intake time constraints.

“Project stoppers” are corrections that require a substantial redesign.

Applicants are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

O/S Screener: In coordination with the LU Screener is responsible for the Project Description, the Land Use Considerations from the checklist, and verifying the Legal Description matches the legal description approved by addressing. Also, responsible to verify plans and submittals are complete for building, energy/mechanical reviews, building code items:

- Stories and basements,
- Type of construction,
- Occupancy groups,
- Identifying change of Occupancy from last **permitted** occupancy,
- Construction Considerations from the checklist,
- Accessibility Considerations,
- Fees,
- Identifying review locations,
- O/S IP hours

LU Screener: In coordination with the O/S Screener is responsible for the Land Use Considerations from the checklist, Project Description and verifying the legal description matches the legal description approved by addressing. Responsible for checking ArcView map to verify zoning and site characteristics:

- Locations of structure(s),
- Identifying change of use from last permitted Use
- Parking layout,
- Zoning overlays, and adjacent zoning,
- Completeness of plans and submittals for Zoning Review including easements, No Protest Agreement, etc.
- Use per Land Use Code,
- Land Use review locations,
- Zoning IP hours,

Commercial T.I. - General Requirements Overview

Screening Overview (SCOPING):

Cover Sheet Completed

- Project Address matches the Address assigned by Seattle DCI
- All portions of Cover Sheet completed including contact information, related projects, zone and proposed uses, building data, construction value, fire protection, and where information is indicated on the plans, Energy/Mechanical Code Compliance information, parking information, etc.

Forms – all forms must be completed (Including but not limited to)

- Financial Responsibility Form
- Equipment Sizing Calculations
- Waste Diversion Plan (Projects with an area of work greater than 750 square feet)
- Deconstruction & Salvage Assessment (Projects involving demolition with a work area greater than 750 square feet)

Project matches addressing review

- Legal description matches legal description reviewed by Addressing
- Plot Plan matches Plot Plan reviewed by Addressing
- Address on all sheets match Seattle DCI Project Address

Plot Plan. and Floor Plan agree

All Plans and Notes Indicated in Screening Checklist are Included

Plans are Microfilmable:

- Good contrast
- Minimum 1/8 inch lettering (if handwritten)
- Minimum 1/8th inch or 1:10 for plot plan
- Minimum ¼ inch for all plans

Plans Required:

- Four (Five for restaurants) Identical sets of plans with complete coversheets and stapled

Structural Calculations included if project is engineered

ARCHITECTURAL PLANS

Basic Plot Plan – Provide the following if there is an addition, change to site, parking or landscaping

General Information

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project site address |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Scale 1" = 10' or 1/8" = 1' |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legal description(s) (Include easement legal description and recording number) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | King County Assessor's Parcel Number (APN) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow |

Street and alley information

- | | | |
|-------------------------------------|--------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Names and width of adjacent streets |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Street and Alley right-of-way width |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of new street trees |

Development Information

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension all portions of structure(s) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension distances from structures to property lines |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension distances between structures on property. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Building Identifier (if more than one building on site) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Label and dimension surface parking spaces, driveways (if change to parking) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show Barrier Free Parking with Aisles |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Angle of Parking (if change in parking) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and identify landscaping (if new landscaping proposed) |

Tenant and exiting information

- | | | |
|-------------------------------------|--------------------------|------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Tenant location in structure |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate exits to public way |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate door swing of exits |

Schematic Property / Tenant information Plan – Provide the following if interior alterations only, no change to site or right-of-way

General Information

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project site address |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | To Scale |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legal description(s) (Include easement legal description and recording number) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | King County Assessor's Parcel Number (APN) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow |

Street and alley Information

- | | | |
|-------------------------------------|--------------------------|---------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Names of adjacent streets |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of alleys |

Tenant and exiting information

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project location within building |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show use and occupancy of adjacent tenant(s) on floor(s) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate interior exit paths leading to public way |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate location and door swing of exits at ground floor level |

Building ID Plan

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Each building to be given an ID number consistent with plans on file with Seattle DCI if there is more than one structure on the site. |
|--------------------------|--------------------------|--|

Demolition Plan - May be included on Floor Plan

| Req | Prov | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Show all items to be demolished |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate bearing walls, columns and shear walls |
| <input type="checkbox"/> | <input type="checkbox"/> | Show removal of ceilings |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all existing items to remain |

Architectural Notes (Unless specified on details or framing and floor plans)

Req Prov

Architectural Notes

| | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Code Edition (Such as year, including amendments) |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire proofing notes |
| <input type="checkbox"/> | <input type="checkbox"/> | Alarm required |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire protection systems |
| <input type="checkbox"/> | <input type="checkbox"/> | Elevator notes (if new) |

Mechanical Notes

| | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Code Edition (Such as year, including amendments) |
| <input type="checkbox"/> | <input type="checkbox"/> | Mechanical equipment schedule (if changed or new) |

Energy Notes

| | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Code Edition (Such as year, including amendments) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify compliance path (if changed) |
| <input type="checkbox"/> | <input type="checkbox"/> | Envelope Summary for Energy Code Compliance (if changed) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify heat source (if new or changes to envelope) |

Land Use Code Analysis and Documentation

The following notes and calculations are required to demonstrate compliance with the Land Use Code. Dimensions and documentation on plans should clearly support your calculations.

Structure Height

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify maximum structure height allowed |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed structure height |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. pitched roof, rooftop features, sloped lot height bonus, mixed use exceptions) |

Sloping lot height bonus documentation (calculate to nearest inch)

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of low grade wall |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevations of high grade wall |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for difference between average high and average low elevations |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify distance between average low point and average high point |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for slope on lot (difference in average elevations divided by distance between these points.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for additional height allowed (slope of lot divided by .06) |

Light and Glare

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify height of exterior lighting on poles |
| <input type="checkbox"/> | <input type="checkbox"/> | Note "Interior lighting of parking garages shall be shielded to minimize nighttime glare from affecting nearby uses". |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify areas to be screened (i.e. parking areas, recycling areas, interior garage lighting, etc.) |

Parking Information

FOR COMMERCIAL TENANT IMPROVEMENTS – TENANT AREA AND PARKING REQUIREMENT ARE IDENTICAL

Req Prov

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify existing use (Verify with Seattle DCI Microfilm records) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify area (in square feet) of existing use |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify parking requirements for existing use (i.e. 1 space per 350 square feet) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify proposed use |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify area (in square feet) of proposed use |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify parking requirements for proposed use (i.e. 1 space per 350 square feet) |

Note: If parking requirement is identical, no further information is required on plans

FOR COMMERCIAL TENANT IMPROVEMENTS INVOLVING A CHANGE OF USE

- With different parking requirements
- Change in tenant area

General Information

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify all existing uses (existing per permit history) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify area (in square feet) of each existing use |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify parking requirements for each existing use (i.e. 1 space per 350 square feet) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parking calculations for all existing uses in building utilizing appropriate waiver |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify all proposed uses (uses per Land Use Code) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify area (in square feet) of each proposed use |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify parking requirements for each proposed use (i.e. 1 per 200 square feet) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify parking deficit |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parking calculations for all uses in building utilizing appropriate waiver and deficits |

If additional parking required

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fully dimensioned site plan showing all on-site parking spaces |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Width and depth of parking stalls dimensioned |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parking angle identified |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parking aisles dimensioned |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Barrier Free Parking and aisles shown |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Driveways shown and dimensioned |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify driveway slope |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Curbscuts shown and dimensioned |

If off site parking is proposed

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fully dimensioned site plan for off site parking, showing all parking spaces on site |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Covenant parking spaces identified on site plan for off site parking |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parking Covenant completed with legal descriptions of both sites |

If transit reduction is proposed

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of transit stops for bus |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate distance from property line(s) to transit stops |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Include a copy of bus schedule(s) |

Building Code Analysis and Documentation

| Req | Prov | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Construction type |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Number of stories |
| <input type="checkbox"/> | <input type="checkbox"/> | Allowable area Calculations/Mixed occupancy ratio |
| <input type="checkbox"/> | <input type="checkbox"/> | Type of Sprinkler Systems provided |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Alarm provided |
| <input type="checkbox"/> | <input type="checkbox"/> | Height Calculations |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Type of Occupancy |
| <input type="checkbox"/> | <input type="checkbox"/> | FAR Calculations |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Egress/Exiting Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Stair/Elevator shaft Pressurization requirement or lobby requirements High- |
| <input type="checkbox"/> | <input type="checkbox"/> | Rise provisions if applicable |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Accessibility Conformance |
| <input type="checkbox"/> | <input type="checkbox"/> | Development Standard departure(s) approved through design review process |
| <input type="checkbox"/> | <input type="checkbox"/> | Height above lowest Fire Department Access |
| <input type="checkbox"/> | <input type="checkbox"/> | Occupant load of common areas including roof decks |

Accessibility Analysis

| | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Total number of parking spaces |
| <input type="checkbox"/> | <input type="checkbox"/> | Number of Barrier Free parking spaces provided |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify area of evacuation assistance |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Path of travel to commercial spaces |
| <input type="checkbox"/> | <input type="checkbox"/> | Van stall location(s) |

Means of Egress / Exiting Plan

| | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Occupant load calculations |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show exit door (and swing) for each room |
| <input type="checkbox"/> | <input type="checkbox"/> | Rating of corridors, and stairs including doors |
| <input type="checkbox"/> | <input type="checkbox"/> | Show hallways and/or non-rated corridors |
| <input type="checkbox"/> | <input type="checkbox"/> | Show and dimension exit separation |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify horizontal exits and refuge areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exit passageways/enclosures |
| <input type="checkbox"/> | <input type="checkbox"/> | Show building exits (for change of occupancy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Show swing of building exit doors (for change of occupancy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Width of corridors and stairways |

Floor Plans

General Information

| | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Microfilmable lettering and plan quality |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Label floor level (1 st , 2 nd , basement, etc.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Use of each room |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | If framing is shown, identify which floor level framing |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reference call outs for cross sections and details |

Floor plan information

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Overall dimensions (exterior wall to exterior wall) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Overall dimensions of tenant space |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location and dimensions of hallways, corridors, rooms, foyers, elevator lobbies, etc. of area of work or area influenced by the project |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of walls and reference to details (Wall type's legend indicating construction type, fire rating, etc). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify partial height walls |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show moveable partitions |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of interior and exterior doors, windows and relites |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show direction of all door swings |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension door size |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Distance from door to adjacent walls (latch side for accessibility) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify and fully dimension accessible restrooms (layout and full accessibility dimensions may be shown on separate plan if restrooms are altered or new) |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of equipment (batteries, cooking equipment, medical, racks, cabinets, counters, paint spray booths, electrical cabinetry etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of medical gas storage |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate location of kitchen or other venting hoods |
| <input type="checkbox"/> | <input type="checkbox"/> | Show and dimension decks, landings, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate location of ramps and their slope |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of exit signs and exit pathway lighting |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate location of mezzanines (separate dimensioned floor plan for mezzanine required) |

Stair information

- | | | |
|--------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Locate stairs |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension width and length of landing |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate rise and run |
| <input type="checkbox"/> | <input type="checkbox"/> | Show handrail information |
| <input type="checkbox"/> | <input type="checkbox"/> | Show guardrail information |
| <input type="checkbox"/> | <input type="checkbox"/> | Show headroom height |

Health Department Information for Food Service**Seating Areas**

- | | | |
|-------------------------------------|--------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify and dimension fixed seating |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify and dimension seating area |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of chairs and tables |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension aisle ways |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show wheelchair seating |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show accessible route of travel |

Kitchen and Food Service

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show sinks |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show refrigeration equipment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate stoves, ovens and other cooking equipment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate dishwasher |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate food preparation area and equipment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other equipment such as capacity and size of fume hoods, etc. |

Roof Plan

| Req | Prov | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate slope, drainage, and overflow |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate area separation walls |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and dimension all roof openings |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate skylights |
| <input type="checkbox"/> | <input type="checkbox"/> | Show extent of roof decks, if any |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension and locate all roof top mechanical equipment, elevator, stair and mechanical penthouses |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate draft stops |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate attic access |

Elevation Views – Provide the following (If change to exterior of structure)

General Information

| | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Microfilmable lettering and plan quality |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and label north, south, east, and west elevation views |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate exterior materials (for Special Review District, Landmark, or prior Design Review) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and dimensions exterior architectural features |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of doors and windows |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | If changes in façade transparencies, provide dimensions on existing and proposed windows and doors to show compliance with transparency requirements. |

Building Section – Provide the following

A “**Building Section**” is a cross-sectional view (exterior wall to exterior wall) through a building (foundation through roof), intended to illustrate the vertical relationship of significant building spaces.

| Req | Prov | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Microfilmable lettering and plan quality |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference call-outs to construction details. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show floor-to-floor height above and below Mezzanines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Illustrate unusual conditions (unusual ceiling configurations, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Show energy code information such as insulation if changes from semi heated or unheated space to heated space, or changes to building envelope |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate property lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Show retaining walls or extent of shoring if used |
| <input type="checkbox"/> | <input type="checkbox"/> | Illustrate mixed construction conditions (total height of the building, height from top of the occupancy separation, specify all occupancies, specify all types of construction |
| <input type="checkbox"/> | <input type="checkbox"/> | Show existing and finished grade |
| <input type="checkbox"/> | <input type="checkbox"/> | Show wall, footing and under slab drains |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide parapet framing details, dimension height |

Stair Section

| | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Rise and run dimensions |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension headroom height |
| <input type="checkbox"/> | <input type="checkbox"/> | Handrail information (grasp requirements, extensions, and returns) |
| <input type="checkbox"/> | <input type="checkbox"/> | Guardrail information (height and spacing of intermediate rails |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire protection under stair (if enclosed) |

Watch For:

1. Floor plans must show the location of the section cut and reference the Building Section.
2. When multiple conditions are proposed and clarity is critical in order to show code compliance (such as unusual ceiling conditions), multiple building sections or partial sections may be appropriate.
3. Detailed information, such as a stair section, may be on the Building Section as long as the proposal is clear.

Typical Wall Section (extending from roof/ceiling assembly to floor/ceiling assembly)**Roof Detail**

- | | | |
|--------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Framing Members |
| <input type="checkbox"/> | <input type="checkbox"/> | Insulation R-value |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheathing |

Ceiling Detail

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Distance from ceiling to floor and roof assembly above |
| <input type="checkbox"/> | <input type="checkbox"/> | Seismic bracing |

Wall Detail**Interior walls and partitions**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Size and grade, type and number of top and bottom plates |
| <input type="checkbox"/> | <input type="checkbox"/> | Size, grade, type, and spacing of studs |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheathing, including Fire resistive assembly |
| <input type="checkbox"/> | <input type="checkbox"/> | Height of wall or partition |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection or bracing at ceiling and floor |

Exterior Walls

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Size and type of wall material |
| <input type="checkbox"/> | <input type="checkbox"/> | Size, grade, type and number of top and bottom plates |
| <input type="checkbox"/> | <input type="checkbox"/> | Size, grade, type, and spacing of studs |
| <input type="checkbox"/> | <input type="checkbox"/> | Store front and or Window framing |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior side: Siding, weather protection, structural sheathing (thickness and material); Veneer type (brick, stone) thickness, and attachment. Fire resistive assembly if appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | Interior side: Insulation R-value and type; Wall covering material and thickness (usually gypsum wall board) |

Floor Detail

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sheathing material, thickness and connection |
| <input type="checkbox"/> | <input type="checkbox"/> | Show structural members and their connections |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation information or reference to separate detail |

Reflected Ceiling Plan

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Construction information |
| <input type="checkbox"/> | <input type="checkbox"/> | Show areas where there are dropped ceilings, soffits, custom designed ceilings |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of lights |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of exit lights (should be on floor plan) |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference call outs for cross sections and details |
| <input type="checkbox"/> | <input type="checkbox"/> | Seismic bracing detail if not on Details Page |

Door/Window Schedule

- ☐ ☐ Provide fire ratings, U-Values, type, size and special hardware

Construction Details – Provide the following for all structural elements modified or added including walls, permanent partitions, mezzanines, and raised floors, clearly indicate new and existing as well as connections

A “**Construction Detail**” is an enlarged view (usually sectional) of a critical construction element

Req Prov

General Information

- ☒ ☐ Microfilmable lettering and plan quality (3/4" = 1' or larger is commonly used for construction detail so detail is clearly presented)

Roof Details

- ☐ ☐ Scupper Box
☐ ☐ Parapet/Cornice Detail
☐ ☐ Roof Deck details if used
☐ ☐ Roof framing detail
☐ ☐ Roof vent
☐ ☐ Roof drain and overflow

Floor Details

- ☐ ☐ Floor framing, fire resistive assembly
☐ ☐ Floor deck details, if used (fire resistive assembly, vents railing)
☐ ☐ Window well details, if used (width, height, and egress ladder)

Wall Details

- ☐ ☐ Wall framing, fire resistive assembly
☐ ☐ Stair/elevator shaft wall details
☐ ☐ Fire barrier and fire partition wall details
☐ ☐ Type of construction wall details

Stair Detail

- ☐ ☐ Rise and run dimensions (Winders, spirals, or other unusual stairways may require a detailed plan as well).
☐ ☐ Dimension headroom height
☐ ☐ Handrail information (grasp requirements, extensions, and returns)
☐ ☐ Guard-information (rail height and spacing of intermediate rails)
☐ ☐ Fire protection under stair (if enclosed)

Landscape Plan – DR 13-92 (if modifying or changing landscape areas)

- ☐ ☐ Lot Area
☐ ☐ Total square footage of: 1) required open space; 2) provided open space and 3) required landscaped area.
☐ ☐ Number of trees, number of shrubs and quantity of ground cover required.
☐ ☐ List common and botanical names of all plant material
☐ ☐ For parking lots and all other required landscaped areas: dimensions of tree planting area and location of vehicle stops
☐ ☐ If existing plants are required to be retained, show location, size and species; indicate how the plants will be protected during demolition and/or construction

Landscape Plan – DR 13-92 - continued

| Req | Prov | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | For roof top container landscaping: a schematic irrigation and drainage plan; size and depth of plant containers |
| <input type="checkbox"/> | <input type="checkbox"/> | Specifications for soil improvement |
| <input type="checkbox"/> | <input type="checkbox"/> | For street trees: width of planting strip; existing utility lines, poles or meters; and structures located within the planting strip; and species and diameter of the trees |

STRUCTURAL PLANS – Provide the following if modifying or adding structural elements
 (Identify new and existing)
Structural Notes

| Req | Prov | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | General Notes |
| <input type="checkbox"/> | <input type="checkbox"/> | Reinforced Concrete Masonry Notes |
| <input type="checkbox"/> | <input type="checkbox"/> | Steel Floor/Roof Deck Notes |
| <input type="checkbox"/> | <input type="checkbox"/> | Cast-In-Place Concrete Notes |
| <input type="checkbox"/> | <input type="checkbox"/> | Concrete Reinforcement Notes Post-tensioned Concrete Notes Structural |
| <input type="checkbox"/> | <input type="checkbox"/> | Steel Notes |
| <input type="checkbox"/> | <input type="checkbox"/> | Cold-Formed Steel Framing |
| <input type="checkbox"/> | <input type="checkbox"/> | Steel Stairs |
| <input type="checkbox"/> | <input type="checkbox"/> | Wood Framing Notes |
| <input type="checkbox"/> | <input type="checkbox"/> | Shop fabricated wood joists, beams and trusses |
| <input type="checkbox"/> | <input type="checkbox"/> | Testing and Inspection notes |

Design Criteria

| | | |
|-------------------------------------|--------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Code Edition (Such as year) |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Dead Load and Live Load |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof Dead Load and Snow Load |
| <input type="checkbox"/> | <input type="checkbox"/> | Wind Exposure and Speed |
| <input type="checkbox"/> | <input type="checkbox"/> | Seismic Zone and R_w |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil Bearing Capacity |

Foundation Plan**General Information**

| | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | Microfilmable lettering and plan quality |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference call-outs for cross sections and details |

Footing and foundation information

| | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Overall dimensions |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and dimensions of columns |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension and locate spread footings (Or provide footing Schedule). |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension continuous footings or grade beams and foundation walls (width, height) or reference detail. |

Footing and foundation information - continued

| Req | Prov | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Show thickness of slab |
| <input type="checkbox"/> | <input type="checkbox"/> | Show post below floor framing |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and identify all steps in footing, retaining walls and/or foundation |
| <input type="checkbox"/> | <input type="checkbox"/> | Show hold-down location and size |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all shearwalls, indicate construction detail including nailing schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Show locations of Pile and Pile Caps |

Floor Framing Plans**General Information**

| | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | Microfilmable lettering and plan quality |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference call-outs for cross sections and details |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify floor (1 st Floor, 10 th Floor, etc.) and framing level |
| <input type="checkbox"/> | <input type="checkbox"/> | Size and spacing of framing members (i.e. joists, beams) |
| <input type="checkbox"/> | <input type="checkbox"/> | Size and span of headers, beams, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension and size of framing around openings in floors, ceilings and other horizontal diaphragms. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate all beams, columns and bearing walls |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all ledger connections |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all shearwalls, indicate construction detail including nailing schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all diaphragms, indicate construction detail including nailing schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Show steel Moment Frames/Braced Frames |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify concrete floor slab thickness, rebar size and spacing |
| <input type="checkbox"/> | <input type="checkbox"/> | Show rebar information around openings in floor |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all concrete shearwalls and their rebar information or provide rebar schedule. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all concrete post-tensioned floor tendon or rebar information |
| <input type="checkbox"/> | <input type="checkbox"/> | Show concrete column cap |

Roof Framing Plan**General Information**

| | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | Microfilmable lettering and plan quality |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference call-outs for cross sections and details |

Framing Information

| | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Specify header/beam, joist sizes and span |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify truss span, spacing, type |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify all diaphragms indicate construction detail including nailing/blocking |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify size of framing around roof openings and other horizontal diaphragms. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show Steel Moment Frames/Braced Frame |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify steel deck/concrete diaphragm |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify concrete roof slab thickness, rebar size and spacing |
| <input type="checkbox"/> | <input type="checkbox"/> | Show rebar information around openings in roof |

Framing Information - continued

| Req | Prov | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Show all concrete shearwalls and their rebar information or provide rebar schedule. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all post-tensioned concrete roof tendon and rebar information |
| <input type="checkbox"/> | <input type="checkbox"/> | Show concrete column cap |

Structural Details**Foundation/Basement Wall/Retaining Wall Details**

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Fully dimension |
| <input type="checkbox"/> | <input type="checkbox"/> | Detail differing conditions (reference to detail required on foundation plan) |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify connection to post, beams, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify footing depth below grade |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate depth of cut in relation to the property line |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify footing/wall rebar location and size or provide rebar schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify connection to post, beams, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show concrete/steel column elevation details |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify column rebar detail or provide rebar schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Elevator pit detail |
| <input type="checkbox"/> | <input type="checkbox"/> | Show approximate location of footings of building(s) on adjacent properties |

Floor Framing Detail

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Sheathing material, thickness and connection, steel deck material and/or slab thickness and rebar |
| <input type="checkbox"/> | <input type="checkbox"/> | Show structural members and their connections |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide concrete beam elevation and rebar details |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation information or reference to separate detail |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Resistive Assembly requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Steel light gage framing details |

Shearwall Details

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Show all Shearwall construction and assembly details |
| <input type="checkbox"/> | <input type="checkbox"/> | Shearwall schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheathing material, thickness |
| <input type="checkbox"/> | <input type="checkbox"/> | Required nail size, spacing |
| <input type="checkbox"/> | <input type="checkbox"/> | Top and bottom plate connection to diaphragm |
| <input type="checkbox"/> | <input type="checkbox"/> | Design capacity |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor to floor transfer details (hold down strap details) |
| <input type="checkbox"/> | <input type="checkbox"/> | Diaphragm to shearwall connections |

Miscellaneous Details

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Rockery/ecoblock cross section |
| <input type="checkbox"/> | <input type="checkbox"/> | Rated wall construction details if not provided elsewhere |
| <input type="checkbox"/> | <input type="checkbox"/> | Masonry veneer connection detail if not shown on wall details |
| <input type="checkbox"/> | <input type="checkbox"/> | Ledger connection (member size, connection size, and spacing) if not provided on framing plan |

Watch For:

1. **Excavation exceeding 1H:1V from a property line** may require a cross-sectional detail. When necessary, bottom of footing elevations may be required on the Foundation Plan.
2. If an **elevator** is proposed, a detail section of the elevator shaft is required. Elevator notes are also required.