

COMMERCIAL PLAN REVIEW CHECKLIST

This list is provided as a guide to help you understand the information that must be contained in the construction drawings for commercial building construction. This list is not all inclusive of all building codes but is used as a general guide for plan review. An "X" will indicate the items on the construction documents that need to be addressed with revisions. **NOTE all revisions must be clouded and dated accordingly**

**Review
Note**

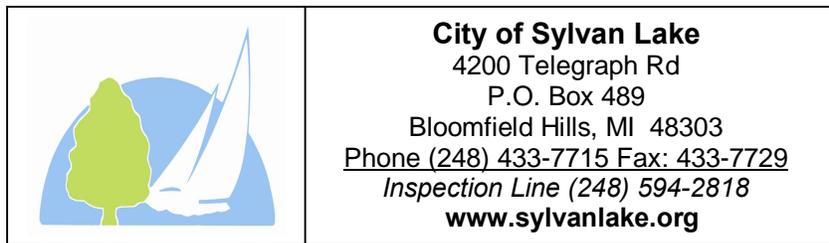
Construction Plans

- 1. Five sets of construction documents shall be submitted to the Building Division with a completed permit application.
- 2. Drawings shall be submitted on a minimum 24" x 36" sheet paper size.
- 3. Each sheet shall bear the original signature, seal and date of the State Licensed Architect or Engineer responsible for the design.
- 4. Plans must be designed in accordance with the Codes, Laws and Ordinances Currently In Effect in this City of Sylvan Lake.

**Review
Note**

Building Plans

- 1. Key Plan identifying the location of proposed work and in relation to the Occupants Means of Egress.
- 2. Site Plan identifying, property lines, building location, setbacks, parking, etc (See Grading Plan Requirements).
- 3. Uses and Occupancy Classification.
- 4. Construction Classification.
- 5. Height and Area calculations including open perimeter.
- 6. Occupant Load and method used to determine Means of Egress requirements including exit signs and emergency lighting.
- 7. Square Footage total area of building or tenant space.
- 8. Automatic Fire Protection Systems, fire alarm, suppression type. Shop drawings if required. Separate permits are required for suppression and alarm systems.
- 9. Foundation Plan.



- 10. Demolition Plan indicating existing layout and Occupancy Use.
- 11. Floor Plan with full dimensions of all rooms and spaces including stairs, aisles, passageways, corridors and areas around counters and fixtures.
- 12. Indicate the use of all rooms and spaces.
- 13. Provide section details of floors, walls and roof assemblies identifying construction materials with dimensions.
- 14. Location and hourly rating of all fire doors, fire dampers and fire windows.
- 15. Location of all fire rated assemblies detailed on the floor plan and referenced as per current U.L. number listing, Directory Volume and page number.
- 16. Room finish schedule with flame spread and smoke development specifications for all materials.
- 17. Door, window and hardware schedule.
- 18. Fixture/Furniture Plan.
- 19. Reflective Ceiling Plan.
- 20. Stairway section details with construction materials, guardrail and handrail details.
- 21. Type and thickness of all safety glazing where required.
- 22. Structural Plan identifying all construction materials, design loads and other information pertinent to the structural design, i.e., live and dead loads for floors, roof, snow, wind, earthquake, concentrated, impact combination of loads and special loads.
- 23. Concrete, masonry, steel and wood Design Standards.
- 24. Accessibility Plans with details of the accessible route from the accessible parking to the accessible entrances. Dimensions, slopes, accessible routes interior/exterior and toilet facilities.
- 25. Show compliance with 2009 Energy code ASHRAE 90.1-2007
- 26. Safeguarding the jobsite and protecting the general public. **Chapter 33**

	<p align="center"> City of Sylvan Lake 4200 Telegraph Rd P.O. Box 489 Bloomfield Hills, MI 48303 Phone (248) 433-7715 Fax: 433-7729 <i>Inspection Line (248) 594-2818</i> www.sylvanlake.org </p>
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**Review
Note**

Electrical Plans

- 1. Electrical layout.
- 2. Service information and location.
- 3. Riser diagram.
- 4. Circuitry.
- 5. Panel schedule with loads.
- 6. Fire and smoke alarm.
- 7. Exit and Emergency lighting.
- 8. Transformer ownership.
- 9. Stand-by generator.
- 10. Available fault current at the service point
- 11. Fixture schedule

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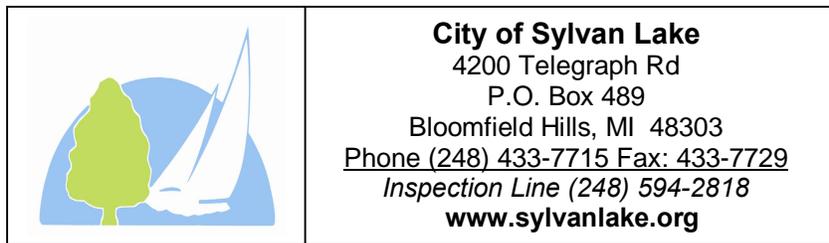
Plumbing Plans

- 1. Plumbing layout.
- 2. Water Service / Water meter information and location.
- 3. Water line size.
- 4. Back-flow prevention.
- 5. Sanitary and venting layout.

**Review
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Mechanical Plans

- 1. Distribution plan.
- 2. Unit size.
- 3. Duct layout and sizes.
- 4. Diffuser locations.
- 5. Gas meter location and line size.
- 6. Provide Air Balance with fresh air calculations
- 7. Exhaust system size and outlet locations
- 8. Duct Smoke Detector (if required by equipment size) location of unit and enunciator (horn and strobe).
- 9. Provide routing of gas lines.



This list covers the most common requirements. Some items may not apply or additional information may be required depending on the complexity of your project as determined by department review or building inspection.

Special inspections conducted by independent engineering services shall be certified and original copies of all reports shall be submitted through the Building Division for review and record file.

Plans shall include all necessary notes detailing the entire project scope as it may pertain to each trade professional.

A complete set of construction plans containing all the necessary information will expedite the review process.

Please allow time for the plan review process, which varies depending on the Building Divisions workload.

If you have any questions, concerns or comments, please contact the appropriate inspector or department for assistance.