

# **CHECKLIST FOR COMMERCIAL CONSTRUCTION**

(Multifamily projects in excess of two units are considered commercial for permitting purposes) This checklist is intended as a guideline, not a tool for design and is subject to change and additional requirements as needed to ensure the health, safety and welfare of the citizens of Combes.

## **DESIGN MUST COMPLY WITH ALL APPLICABLE ADOPTED CODES:**

- 2018 International Building Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2018 International Gas Code
- 2018 International Energy Code
- 2018 International Fire Prevention Code
- 2018 NEC
- Current City Zoning Ordinance
- Current City Subdivision Ordinance

**All applicable items below must be submitted on FOUR sets of construction plans to make ten (10) business day permitting time possible. (This allows all departments to begin plan review immediately upon receipt. A minimum of TWO (2) sets will be required, but may not allow the ten (10) day permit time window.)**

**Ten (10) day permit is not guaranteed, but should be accomplished if all submittals as laid out below are submitted and the project is not extraordinarily large.**

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### **SITE PLAN:**

- Property legal description (Lot #, Block #, Subdivision Name)
- Property address
- Is property zoned for intended use?
- Is property subdivided? Or has letter of exemption been processed?
- Vicinity map showing scale and North arrow
- Removing trees >8" caliper requires tree removal permit
- 5' sidewalk required along each street frontage
- Zoning district dividing line fence requirement (if applicable)
- Setback requirements (by plat, zoning ordinance and site triangle)
- Building layout with square footage
- Parking lot layout 9' x 20' with adequate backing room
- If retail, show truck loading dock
- Required landscaping and trees (8% commercial/industrial, 15% apartments)
- Trash receptacle location
- Drainage plan with:
  - Gradient elevations
  - Flow rates
  - Retention / detention areas
  - Guttering or sloping details
- Any monument signs (location / height – if applicable)
- Clear zones for driveways with site triangle

## **FLOOR PLAN:**

- Engineering required on buildings 5,000 square feet or over
  - On all A, I, or E occupancies, engineer's or architect's seal required
  - All areas / rooms denoted or labeled
  - All pertinent dimensions shown
  - All door and window sizes shown or referenced to schedules
  - All accessory details and drawings
    - Wall section details
    - Framing details (roof and wall)
    - Engineered metal building drawings (if applicable)
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## **ACCESSORY DOCUMENTS**

- Energy Conservation Report (Corn Check)
  - Asbestos survey and TDOH clearance letter (if work is to be done in existing commercial buildings)
  - Registration letter from T.D.L.R. for A.D.A. project registration
  - Flood elevation certificate if project is located in flood plain, except if in flood zone "C". Completed flood elevation certificates are required before construction noting proposal finished, flood elevation, and once construction is completed noting the actual finished floor elevations.
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## **IF RETAIL FOOD ESTABLISHMENT ALSO NEED:**

- Type of finish floor surface
  - Type of wall surface
  - Type of food contact surface
  - Kitchen equipment layout including storage areas
  - Location of 3-compartment sink
  - Location of mop sink
  - Location of employee hand lavatories
  - Paper towel and soap dispenser(s) above all employee hand sinks
  - Self-closing device on all bathroom doors
  - In-direct drain connections for 3-compartment and ice machine
  - Hot and cold water supply to ALL sinks
  - Location of outside trash dumpster
  - Sneeze guard protection (if applicable)
  - Food protection during display
  - Location of storage area
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## **FOUNDATION PLAN:**

- Dimensions and details for construction
  - Engineer's seal required if building >5,000 square feet
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**ELECTRICAL PLAN:**

- Provide electrical fixture plan
  - Provide electrical panel schedule
  - Engineer's seal required if building is >5,000 square feet
  - Energy conservation report on air conditioned areas
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**MECHANICAL PLAN:**

- A/C duct layout
  - A/C equipment schedule size designation
  - Details on dampers if required
  - Engineer's seal required if building is >5,000 square feet
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**PLUMBING PLAN:**

- Layout of all fixtures
  - Schematic of drain / waste system layout
  - Engineer's seal required if building is >5,000 square feet
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**FIRE PROTECTION:**

- Designation of all firewalls or partitions
- Fire rating designation on doors and windows assemblies in fire rated walls or partitions
- Fire alarm layout (if required)
- Fire suppression system layout (if applicable – sprinklers, stand pipes, aerosol systems, CO2 systems, etc.)
- Fire department accessibility