

COMMERCIAL PLAN REVIEW CHECKLIST



Building Division
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 Newport, OR 97365
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DEPARTMENT USE ONLY

Permit #: _____
 County: _____
 By: _____ Date: _____

JOB INFORMATION **OWNER**

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Phone: (____) _____ Fax: (____) _____	Phone: (____) _____ Fax: (____) _____

ARCHITECT / ENGINEER **APPLICANT**

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Phone: (____) _____ Fax: (____) _____	Phone: (____) _____ Fax: (____) _____

REVIEW INFORMATION

Declaration of value: \$ _____	Building sq. ft.: _____
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Building use (be specific): _____

Check type of review: Fire and life safety Structural Mechanical Sprinkler Alarm

MINIMAL PLAN REQUIREMENTS CHECKLIST

One set of plans including the following items are required for review:
****Site Maps, Elevations & Floor Plans must be signed/stamped by approving jurisdiction.****

Initials	Date	
1. _____	_____	Site Plan : changes of occupancy, additions, alterations, and new construction
2. _____	_____	Floor/Roof Plans/Truss Layout (if req) : including dimensions, windows, and doors
3. _____	_____	Floor/Roof Framing/Truss Calcs (if req) : framing member size, joist, beam, and column
4. _____	_____	Foundation Plan : wall dimensions and footings — for complete review
5. _____	_____	Building Elevations : minimum two views
6. _____	_____	Building Cross-Sections : structural members, roof and wall sheathing
7. _____	_____	Structural Calculations : new or change of occupancy
8. _____	_____	Electrical : exits, fire alarms, and fire and life safety equipment
9. _____	_____	Energy Documentation : If building is heated or cooled, submit on Oregon Energy Code guideline forms. Residential (motels, SR, apartments): identify path _____
10. _____	_____	Complete Specifications : quality and type of all construction materials, and methods of construction
11. _____	_____	Architect/Engineer Stamp : over 4,000 sq. ft. or 20' height — Architect law-ORS 671.030, Engineer law-ORS 672.020
12. _____	_____	Mechanical Plans : equipment location, size, type, and layout — fan capacity, etc.
13. _____	_____	Disabled Access : indicate compliance measures
14. _____	_____	Minimum Scale : 1/8" / Minimum Paper Size : 8 1/2" X 11" on all plans
Other agency clearances:		
15. _____	_____	Department of Environmental Quality or local sanitary authority
16. _____	_____	Local Planning Department: zoning, special land use. Building is in flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT: _____ **Print name:** _____ **Date:** _____
Signature