Eugene Building & Permit Services

# COMMERCIAL PERMIT CHECKLIST – BUILDING INTERIOR OR EXTERIOR ALTERATIONS/MISCELLANEOUS

**Intake Screening**

Permit #: _____

| | | | OK? | Intake Hrs |
|---|---|---|---|---|
| Intake | _____ | Notes: _____ | _____ | 1. |
| LUA | _____ | Notes: _____ | _____ | 2. |
| PW | _____ | Notes: _____ | _____ | 3. |
| Bdg | _____ | Notes: _____ | _____ | 4. |
| Route to LUA | ☐ Yes | ☐ No | | Ttl: 0.00 |

## GENERAL INFORMATION

Project Address: Unit: Floor:

Map & Tax Lot #:

Business Name:

Zoning: Overlays:

☐ Yes ☐ No Is this a permitted use?

☐ Yes ☐ No Is the building designated historic?

☐ Yes ☐ No Is this project located in a Special Flood Hazard Area?

Comments:

## SITE PLAN

| | |
|---|---|
| | Property lines with dimensions , north arrow, and drawn to scale (minimum 1:20 scale) |
| | All site work (patio, paving, walkway, loading dock, etc.) shown |
| | Site plan with entire development site shown, all existing and proposed improvements, and all structures and distances between structures shown |
| | Vehicle parking layout includes the following: *(note: if new or replaced parking/paving proposed, stormwater standards apply)*<br>☐ All parking spaces & drive aisles with dimensions<br>☐ Accessible parking spaces identified with dimensions<br>☐ Accessible route from the parking space(s) to the accessible building entry<br>☐ Vehicle parking analysis |
| | Bicycle parking (note if new or existing)<br>☐ Analysis<br>☐ Short term location & details (covers as required by #s)<br>☐ Long term location & details |

Comments:

## ARCHITECTURAL PLAN

| | |
|---|---|
| | Scope of work clearly identified |
| | General Notes including:<br>☐ Code Summary<br>☐ Building code edition<br>☐ Building construction type<br>☐ Uses of building<br>☐ Occupancy Classification(s)<br>☐ Number of stories<br>☐ Total square footage of entire building<br>☐ Total square footage of tenant infill<br>☐ Sprinklered building ☐ Yes ☐ No<br>☐ Fire alarmed building ☐ Yes ☐ No |

| | |
|---|---|
| | ☐ Separated use or ☐ Non separated use ☐ Number of water closets/lavs. required and number provided |
| | Licensed designer stamp if building exceeds ground area of 4,000 sq ft or height limit of over 20 feet or if change of use |
| | Egress Plan – must be shown graphically with travel lengths dimensioned<br>☐ Egress paths from the altered area to the exterior of the building with<br>☐ Exit Signs ☐ Egress Lighting layout |
| | Accessibility<br>☐ Accessible clearances shown, i.e. maneuvering clearances, clear floor space<br>☐ Toilet/bathing room/kitchen fixtures & accessories with plans & elevations views with fixtures and accessories identified<br>☐ Provide an itemized list detailing where up to 25% of the cost of the alterations that affect the usability of the area of primary function will be spent on the removal of existing architectural barriers, priority to be given to the list of elements in the order provided in ORS 447.241(4). |
| | Floor plan(s) to scale<br>☐ Tenant infill space w/dimensions (showing single floor and/or multiple floors if applicable) and location within building<br>☐ Fully dimensioned and labeled ☐ Any new exterior openings shown<br>☐ Include removed, existing, and proposed walls with a wall legend<br>☐ Detailed floor plan(s) showing square footage/use calculations (car/bike parking calculations must be based on the totals for all buildings on the development site<br>☐ Doors with swing direction & maneuvering clearances<br>☐ Stairs, ramps, and elevators ☐ Fire extinguisher types and locations<br>☐ Wall type details with fire-rating of walls, types, hourly ratings, and reason (i.e. area separations, occupancy separations, exits enclosures, shafts)<br>☐ Bike Parking for long-term spaces if proposed inside building |
| | Enlarged construction details of new walls with floor and ceiling attachment noted |
| | Doors and window ☐ sizes, ☐ fire-rating, and ☐ Hardware for all doors affected |
| | Use of each room labeled/square feet of each room/OLF/Occupant load |
| | Exterior building elevations if adding windows or openings |
| | Water heater locations (only new water heaters) |
| | Suspended ceiling details |
| Comments: | |
| **MECHANICAL PLAN** | |
| | Value of mechanical work (cost of equipment & labor) __$_____ |
| | All new mechanical equipment listed |
| | COM*check* Mechanical form with signatures |
| | Outdoor air & exhaust calculations |
| | Additions or alterations to existing system shown via duct layout and damper schedule |
| | If a hood is required, hood information to include clearances and exhaust |
| | Cut sheets for all new appliances; show layout of (E) existing and (N) new |
| | Fire and/or smoke dampers shown at penetrations through fire-rated construction |



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|---|---|
| | HVAC plan is required when there are new or replacement units. Identify the following:<br>☐ Weights of mechanical equipment<br>☐ Locations of units<br>☐ Roof plan for roof mounted equipment, with dimension between equipment & to the edge of roof<br>☐ Height from grade to roof edge ☐ Slope of roof<br>☐ Seismic calculations & anchorage details for units > 400 lbs. |
| Comments: | |
| **PLUMBING PLAN** | |
| | Existing plumbing fixtures labeled to be demolished/removed: "(R)" |
| | Existing fixtures to remain labeled existing: "(E)" |
| | Proposed new fixtures labeled new: "(N)" |
| | Grease interceptor system plans, manufacturers literature and sizing calculations |
| Comments: | |
| **ELECTRICAL PLAN** | |
| | If review NOT required:<br>_____ Number of circuits new and/or altered<br>_____ New or relocated panels _____ Panel Quantity<br>_____ Panel size(s)<br>☐ Egress lighting fixtures identified on emergency backup power<br>☐ Lighting layout/reflected ceiling plan<br>☐ Fixture schedule & layout<br>☐ COM*check* Interior Lighting and Exterior Lighting form with signature |
| ❑ | If review IS required provide items listed above under "review NOT required" and these additional items:<br>☐ Load calculations<br>☐ Riser diagram with panel locations & schedule<br>☐ Supervising electrician's signature or electrical engineer's stamp |
| Comments: | |