



COMMERCIAL BUILDING (Interior Alteration no Change of Occupancy) APPLICATION CHECKLIST

Applicant shall make contact with the following departments, in this order, and approvals shall be obtained prior to moving onto the next department.

- 1. Planning department to address zoning/planning issues. Call Planner on Duty/Case File Planner at 503-681-6153**
- 2. Planning department for Development Review requirements. Call Planner on Duty/Case File Planner at 503-681-6153**
- 3. Building department for Bldg, Mech, Plb, Elect and Fire permits. Call Building Dept at 503-681-6144**

The following is a list of the required information that shall be included in a permit application for Building, Mechanical, Plumbing, Electrical and Fire Alarm permits.

Complete and sign the applicable checklist application(s).

The conditions of the Land Use approval(s) obtained from the Planning department must be satisfied before the building permit can be applied for. A copy of the Land Use approval(s) letter shall be attached to each plan set being submitted for plan review. The following Building Department permit applications (Private Utility Permits, Parking Lot Permits, and Building Permits) shall include a narrative on the second plan sheet with reference to location on the plan sheet that responds to the conditions of the Land Use approval(s) letter and discuss how each condition has or will be satisfied prior to occupancy of the structure(s) on the site.

Check off the following items that are included with this application, or mark N/A if not applicable. If any of the applicable information for the permit application(s) has not been provided, the application(s) cannot be accepted as a complete submittal. A complete submittal will be reviewed within 15 working days.

A complete permit submittal shall include the following application and plans:

- Building (see Building Submittal Checklist) **5 plan sets to include architectural, structural, plumbing and mechanical**
- Mechanical (see Mechanical Submittal Checklist)
- Plumbing (see Plumbing Submittal Checklist)
- Electrical Plan Review (see Electrical Submittal Checklist) **2 plan sets (separate submittal)**
- Fire Alarm Plan Review (see Fire Alarm Submittal Checklist) **3 plan sets (separate submittal)**
- Fire Sprinkler Plan Review **3 plan sets (separate submittal)**

Applications must be filled out in their entirety to qualify for a complete submittal.

Tenant Improvement (Interior Alteration no Change of Occupancy)

Applications must be filled out in their entirety and the following information shall be provided to qualify as a complete submittal: (Separate Mechanical, Electrical, Plumbing and Fire permits may be required <http://www.ci.hillsboro.or.us/Building/>)

Documents

1. **5 complete plan sets** drawn to scale (1/8" per foot minimal for floor plans)
2. Deferred submittals identified on form, valuations provided, signed and dated <http://www.ci.hillsboro.or.us/Building/documents/DeferredSubmittalProcedureandChecklist.pdf>
3. **2 copies** of Structural calculations stamped by the engineer
4. **2 copies** of Soils report stamped by a registered geotechnical engineer for foundation designs using a soil bearing design value exceeding 1500 psf
5. **2 copies** of Specifications or additional details necessary to identify materials or methods of construction
6. **2 completed and signed copies** of the U.S. Department of Energy Building Energy Codes Program – COMcheck forms (including Energy, Mechanical and Lighting forms)
Forms can be downloaded from <http://www.energycodes.gov/comcheck/>

Supporting Information

7. "Fire and Life Safety Code Summary", which shall indicate the following:
 - The number of stories of the building
 - Type of construction
 - Occupancy classifications existing and proposed
 - Building Area (square feet of tenant improvement)
 - Fire sprinklers if existing or proposed
 - Type of Fire Alarm system if existing or proposed
 - Exit analysis indicating occupant loads, exit path, travel distance
 - Hazardous material inventory statement (HMIS) if chemical storage or use is anticipated
 - Mixed use and occupancy information (Incidental use areas, accessory occupancies, non-separated or separated occupancies)
 - Drawing depicting type and location of fire-resistive-rated and smoke control assemblies (OSSC Chapter 7) and provide appropriate design data i.e. U.L. Listing, Gypsum Manual Number, IBC Table 720.1(1), (2) or (3) item number

(Example Fire Life Safety Code Summary is available upon request)

8. P N/A Plans shall include OSSC Chapter 11 ADA information such as:
 - Restroom elevations providing dimensions, details for grab bars, lavatories, dispensers, etc.
 - Public phones if provided
 - Drinking fountains if provided
 - Door and hardware schedules
9. P N/A Floor, roof framing, elevations, cross-section, door and window schedules, and detail plans
10. P N/A Wall Cross sections showing all components of construction
11. P N/A Each room or space labeled for its proposed use (i.e. "Office", "Storage", "Corridor" etc.)
12. P N/A Reflected ceiling plan indicating location of all lighting, type of emergency egress lighting, exit signage and location
13. P N/A Details for seismic bracing of the ceiling grid, suspended lights and mechanical services
(Example available upon request) See State of Oregon interpretation at:
<http://www.cbs.state.or.us/external/bcd/programs/structural/interps/OSSC1621.pdf>

14. P N/A Where special inspection(s) are required per section 1704 of the OSSC, the inspections shall be called for on the plans indicating whether inspections will be periodic or continuous.

- | | |
|--|--|
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Structural masonry |
| <input type="checkbox"/> Bolts in concrete | <input type="checkbox"/> Reinforced gypsum concrete |
| <input type="checkbox"/> Special moment-resisting concrete frame | <input type="checkbox"/> Insulating concrete fill |
| <input type="checkbox"/> Reinforcing Steel | <input type="checkbox"/> Spray-applied fireproofing |
| <input type="checkbox"/> Pre-stressing steel tendons | <input type="checkbox"/> Piling, drilled piers and caissons |
| <input type="checkbox"/> Site Welding | <input type="checkbox"/> Shotcrete |
| <input type="checkbox"/> Fabrication shop welding | <input type="checkbox"/> Special grading, excavation and filling |
| <input type="checkbox"/> High-strength bolting | |

15. P N/A Mechanical, electrical, plumbing, and fire plans included (See individual check lists)

RED LINES ARE NOT PERMITTED ON PLANS.

IT IS IMPORTANT THAT THE ABOVE INFORMATION PROVIDED IS ACCURATE TO EXPEDITE THE PLAN REVIEW PROCESS. If any of the applicable information for the building permit application has not been provided, the application cannot be accepted as a complete submittal. A complete submittal will be reviewed within 15 working days.

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant. I further understand that re-submittals of complete information will be reviewed in the order received based on the date of re-submittal.

Applicant name: _____

Applicant Signature: _____

Date: _____

Title: _____ Contact number: _____

Mechanical Submittal Checklist

Applications must be filled out in their entirety and the following information shall be provided to qualify as a complete submittal: (Separate Building, Plumbing, Electrical and fire permits may be required)

Documents

1. **2 sets** of Mechanical plans (If separate from the building permit submittal)
2. **2 copies** of Structural calculations and drawings stamped by an Oregon registered engineer or architect for suspended or roof top mechanical units exceeding 400 lbs. Include size, spacing, type and span of supporting roof or floor members and supporting walls or columns
3. **2 copies** of Equipment specifications (i.e., size, weight, CFM, BTU input, tonnage, horsepower, kW, SEER, EER rating of equipment)
4. **2 completed and signed copies** of the U.S. Department of Energy Building Energy Codes Program – COMcheck Mechanical forms
Forms can be downloaded from <http://www.energycodes.gov/comcheck/>

Supporting Information

5. Equipment locations
6. P N/A Location size and cfm of all new, moved and/or removed supply and return air diffusers on the reflected ceiling plan
7. P N/A Smoke and fire damper specifications and locations
8. P N/A Gas piping diagram showing the developed length and size(s) of pipe, all new and existing mechanical equipment served by the line and each of their BTU input demands
9. P N/A Gas piping seismic bracing details for piping over 1 inch
10. P N/A Gas pressure to be used i.e. ½ lb, 2 lb or 5lb
11. P N/A How equipment access is provided
12. P N/A Details for how suspended units are supported and braced against lateral (seismic) movement.
13. P N/A Roof top unit(s) anchorage to roof curb and roof curb to roof structure details
14. P N/A Ducts over 6 square feet bracing and support detail
15. P N/A Exhaust Hood details (Type I and II) including hood size, metal gauge, construction, cfm, make-up air, shaft construction details, exhaust fan discharge clearances, fire suppression system, method of support for vertical and lateral (seismic) loads and type, location and clearances of appliances detailed.
16. P N/A Detection system location and specifications for automatic shut-down of HVAC units over 2000 cfm or serving more than one tenant.
17. P N/A Refrigeration systems location and specifications

RED LINES ARE NOT PERMITTED ON PLANS.

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been provided, the application cannot be accepted as a complete submittal. A complete submittal will be reviewed within 15 working days.

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant. I further understand that re-submittals of complete information will be reviewed in the order received based on the date of re-submittal.

Signature of Applicant

Date

Title

Telephone Number

Plumbing Submittal Checklist

Applications must be signed by a registered plumbing contractor, residential pump installer, homeowner or the contractor's authorized representative, filled out in their entirety and the following information shall be provided to qualify as a complete submittal: (Separate Private Utility, Building, Mechanical, Electrical and Fire permits may be required)

Documents

- 2 sets** of Plumbing plans (If separate from the building permit submittal)

Supporting Information

- P N/A Plans shall indicate plumbing fixture types, locations and drain sizes. Also identify drain sizes and fixtures to be moved or removed (if not shown on the building plans)
- P N/A Plans that indicate types, sizes, and locations of any existing piping, septic tanks, etc.
- P N/A Plumbing plans (if more than three trapped fixtures are connected to the drainage system) shall indicate:
 - Drain, waste, vent piping diagrams
 - Water supply piping diagrams
 - Distance to the water meter
 - Main supply water pressure
 - All new pipe sizes and lengths
 - Building rain drains size and locations
 - Irrigation plan showing all sprinkler heads and location of backflow devices
- P N/A Plans shall identify if water closets are:
 - Tank type
 - Flushometer valve type
- P N/A Where grease waste systems are required the size, location, and details shall be provided
- P N/A Horsepower rating for garbage disposals shall be provided

See next page side for additional plumbing plan review information. If a plumbing plan review is not required, a sewer fixture assessment will still be performed.

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I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant. I further understand that re-submittals of complete information will be reviewed in the order received based on the date of re-submittal.

Signature of Applicant

Date

Title

Telephone Number

918-780-0040

Plumbing Plan Reviews

(1) A jurisdiction providing plumbing code plan review services may only require plumbing plan review for a complex structure. For purposes of this rule, a "complex structure" is a plumbing system designed, constructed or reconstructed to accommodate any of the following:

- (a) The installation or alteration of a medical gas and vacuum system for health care facilities;
- (b) The installation or alteration of chemical drainage waste and vent systems containing chemical agents potentially detrimental to the integrity of a plumbing system;
- (c) The installation or alteration of wastewater pretreatment systems for building sewers;
- (d) The installation of vacuum drainage waste and vent systems;
- (e) The installation or alteration of reclaimed wastewater systems;
- (f) The installation of a commercial booster pump system needed to maintain a minimum residual water pressure in a structure supplied by a municipal source;
- (g) The installation of a plumbing system requiring a building water service line with an interior diameter or nominal pipe size of two inches or greater except those two inch systems which have been designed and stamped by a licensed engineer;
- (h) The installation of any multi-purpose sprinkler system under standards adopted by the department.

(2) If a jurisdiction providing plumbing code plan review services requires a plumbing code plan review as authorized by section (1) of this rule, the jurisdiction may require the submission of complete specifications, piping layout and fixture location drawings of the pro-posed system or alteration before issuing a permit. Plans and specifications must indicate the nature and extent of the work pro-posed and show in detail that the work will conform to provisions of the Plumbing Specialty Code.

(3) A jurisdiction requiring plumbing code plan review may not require plan review on more than one building or structure under construction or reconstruction at the same jobsite, as long as:

- (a) The plumbing systems of the buildings or structures are materially alike; and

(b) A person obtains plumbing permits for the buildings or structures within a reasonable time.

(4) Any required plumbing code plan review service may be waived by a jurisdiction if the nature of the work applied for is such that reviewing of plans is not necessary to determine compliance with the Plumbing Specialty Code.

(5) When the plumbing plan review is completed by a qualified plumbing plan reviewer and a plumbing permit issued, the plans must be endorsed in writing and stamped "Approved." The approved plans cannot be changed without authorization from the jurisdiction providing plumbing code plan review services.

(6) Issuance of a permit or approval of plans will not prevent the jurisdiction providing plumbing code plan review services from

- (a) requiring the correction of errors in plans and specifications; or
- (b) Preventing construction operations when in violation of the Plumbing Specialty Code or of any other ordinance; or
- (c) Revoking any certificate of approval when issued in error.

(7) Nothing in this rule prevents a jurisdiction from providing plan review services for utility systems situated outside the building exterior of a particular jobsite.

(8) Nothing in this rule prevents a jurisdiction from requiring information on grease processing equipment systems.

(9) Where applicable, the Department of Consumer and Business Services' fees for plan review on complex structures will be based on the time required to review the plans, but must not exceed 30 percent of the total plumbing permit fee for the building or structure under review. When plans are incomplete or substantially changed to require additional plan review services, the department may charge an additional fee based on the time required for the additional review.

(10) Nothing in these rules shall prohibit the owner or owner's agent from requesting and receiving a plan review for non-complex structures.

918-780-0060

Permit Application

(1) A plumbing permit shall be issued by the inspecting jurisdiction only in the name of the responsible person or firm performing the plumbing work.

(2) The signature of a registered plumbing contractor, residential ump installer, homeowner or the contractor's authorized representative is required on each permit to indicate responsibilities under ORS 447.020.

(3) The inspecting jurisdiction shall request verification of plumbing business registration, journeyman plumber licensing, medical gas certification or apprentice registration or other appropriate licenses.

(4) A separate permit shall be obtained for each building or structure.

Electrical Submittal Checklist

Applications must be signed by the Signing Supervising Electrician with a license number or Engineer with License number and stamped, filled out in their entirety and the following information shall be provided to qualify as a complete submittal: (Separate Private Utility, Building, Mechanical, Plumbing and Fire permits may be required)

Documents

1. **2 sets** of Electrical and **1** Mechanical plan (This is a separate submittal from the building permit)
2. **2 copies** of Lighting equipment manufactures cut sheets and specification
3. **2 completed and signed copies** of the U.S. Department of Energy Building Energy Codes Program – COMcheck Lighting form.
Forms can be downloaded from <http://www.energycodes.gov/comcheck/>

Supporting Information

4. P N/A “Fire and Life Safety Code Summary” as shown on building permit drawings
5. P N/A Electrical site plan
6. P N/A Electrical floor plan(s)
7. P N/A Electrical load calculations
8. P N/A One line diagram
9. P N/A Feeder riser diagram
10. P N/A Available fault current information
11. P N/A Panel schedule(s)
12. P N/A Drawings depicting location of fire-resistive-rated assemblies and construction details
13. P N/A Lighting plan
14. P N/A Emergency lighting plan, emergency power system and specifications
15. P N/A Under slab electrical plan

See next page for additional electrical plan review information.

RED LINES ARE NOT PERMITTED ON PLANS.

IT IS IMPORTANT THAT THE ABOVE INFORMATION PROVIDED IS ACCURATE TO EXPEDITE THE PLAN REVIEW PROCESS. If any of the applicable information for the electrical permit application has not been provided, the application cannot be accepted as a complete submittal.

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant. I further understand that re-submittals of complete information will be reviewed in the order received based on the date of re-submittal.

Signature of Applicant

Date

Title

Telephone Number

918-311-0040

Electrical Plan Review for Complex Structures

(1) A jurisdiction providing electrical code plan review services may only require electrical plan review for a complex structure. For the purpose of this rule, "complex structures" have an electrical system designed, constructed or reconstructed with any of the following:

(a) Ampacity:

(A) A service or feeder beginning at 400 Amps where the available fault current exceeds 10,000 Amps at 150 Volts or less to ground or exceeds 14,000 Amps for all other installations; or

(B) Installation of a 150 KVA or larger separately derived system as defined in Article 100 of the **National Electrical Code** (NEC); or

(C) Addition of a new motor load of 100 HP or more; or

(D) Fire pump installations as defined in Article 695 of the NEC; or

(E) Emergency systems installations as defined in Article 700 of the NEC; or

(F) A service or feeder rated at 600 Amps or over.

(b) Voltage. More than 600 supply volts nominal.

(c) Height. More than three stories.

(d) Occupancy.

(A) Six or more residential units in one structure; or

(B) An "A" (Assembly) occupancy, "E" (Educational) occupancy, or "I-2" or "I-3" (Institutional) occupancy as defined in the adopted Oregon Structural Specialty Code; or

(C) Any of the following special occupancies as described in Chapter 5 of the NEC adopted by the board in OAR 918-305-0100:

(i) Hazardous (Classified) locations as defined in Articles 500 to 516; or

(ii) Installations in patient care areas of health care facilities as defined in Article 517; or

(iii) Agricultural buildings used for commercial purposes, as defined in Article 547; or

(iv) Floating buildings as defined in Article 553; or

(v) Marinas and boat yards as defined in Article 555; or

(e) Recreational Vehicle Park. A new recreational vehicle park, or any addition or alteration to an existing park.

(2) Plan review is not required for work permitted through minor installation labels under OAR 918-309-0210 to 918-309-0260.

(3) A jurisdiction requiring electrical plan review may not require plan review on more than one building or structure under construction or reconstruction at the same job site, as long as:

(a) The electrical systems of the buildings or structures are materially alike; and

(b) A person obtains electrical permits for the buildings or structures within a reasonable time.

(4) Standardized Format for Plan Review. When electrical plan review is required the electrical plan shall meet the following requirements:

(a) Copies. Submit two sets of electrical plans;

(b) Readability. The plans shall be drawn to scale, contain definitions for legends used, be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the applicable electrical code requirements, laws, ordinances, rules and regulations;

(c) Contents. The plans shall contain the following minimum requirements:

(A) Feeder riser diagram showing panel location and circuit schedules;

(B) One line riser diagram showing bonding and grounding and conductor sizes;

(C) Available fault current on the line side of service disconnect;

(D) Complete load calculations, or provide applicable load records, for all new installations and for additions to existing installations;

(E) Fixture schedule, showing type, location and layout of the fixtures;

(F) Address of the installation and name of owner and address;

(G) Identification of the employer, identification and signature of person who prepared the plan, license number if the person is an electrical supervisor and professional registration number if the person is an architect or registered professional electrical engineer; and

(H) Location of emergency systems, identifying the power source and the system on plan.

(5) Nothing in these rules shall prohibit a jurisdiction from requiring a lighting energy budget.

(6) Nothing in these rules shall prohibit the owner or the owner's agent from requesting and receiving plan review for non-complex structures.

Fire Alarm Permit submittal checklist

(This is a separate submittal from the building permit)

Applications must be filled out in their entirety and the construction documents shall include, but not be limited to, all of the following to qualify as a complete submittal: (Separate Private Utility, Building, Mechanical, Electrical, Plumbing and Sprinkler permits may be required <http://www.ci.hillsboro.or.us/Building/>)

Construction documents for fire alarm systems shall be submitted for review and approval prior to system installation. Systems and their components shall be listed and approved for the purpose for which they are installed. Fire Alarm systems shall be installed as required by current codes and standards.

Documents

1. **3 sets** of floor plans indicating the use of all rooms drawn to 1/8" per foot scale
2. A General Supervising Electrician, General Journeyman Electrician, or a Class A Limited Energy Technician, if employed by an electrical contractor and acting as a signing supervisor, shall plan and layout the electrical portions of a fire protection system, **OR** Plans shall be stamped by an Architect or Engineer registered and licensed to practice in the State of Oregon (may be waved upon approval for minor work). **A deferred submittal notation by the design professional of record is required for deferred submittals and will satisfy this requirement.**
3. **2 copies** of Manufacturers, model numbers and listing information for equipment, devices and materials
4. **2 copies** of Battery calculations
5. **2 copies** of Voltage drop calculations

Supporting Information

6. Locations of existing and new alarm-initiating and notification appliances
7. Alarm control and trouble signaling equipment
8. Annunciation
9. Power connection
10. Conductor type and sizes
11. Details of ceiling height and construction
12. The interface of fire safety control functions

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I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant. I further understand that re-submittals of complete information will be reviewed in the order received based on the date of re-submittal.

Applicant name: _____

Applicant Signature: _____

Date: _____

Title: _____ Contact number: _____