



# Checklist for Performing Commercial Plan Review

Application Number: \_\_\_\_\_ - \_\_\_\_\_

Examiner: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Use: \_\_\_\_\_

CHAPTER/CODE	CHECK
<b>Submittal Documents</b>  <b>TDLR#?</b> <b>ASBESTOS?</b> <b>CSI CERT?</b>	Acceptable Scale/Detailing Architectural Plans-Sealed Mechanical/Plumbing Deferred Structural Calculations-Sealed Structural Sheets-Sealed Energy Calculations Site Plan-Accessible Parking
<i>Comments:</i>	
<b>Proposed Specifications</b> "Can it be built?"	Square Footage _____ Height of Building _____ Number of Stories _____ Occupancy Classes _____ Construction Type _____ Sprinklers 13/13R _____ Sq. ft. Mixed Occ. _____ Setbacks: N _____ S _____ E _____ W _____
<i>Comments:</i>	
<b>NCTCOG Amendment</b> Existing Building Code 302.1	New Building    Addition    Alteration
<i>Comments:</i>	
<b>Occupancy Group</b> IBC Chapter 3 Sections 303 through 312	A-__ B-__ E-__ F-__ H-__ I-__ M-__ R-__ S-__ U-__
<i>Comments:</i>	
<b>Incidental Uses</b> IBC Chapter 5 IBC Table 508.2	Furnace > 400,000 Btu Boilers > 15psi - >10hp Refrigeration or Hydrogen Paint Shops Laboratories-Vocational Shops Laundry-Storage-Batteries Parking Garage
<i>Comments:</i>	
<b>Mixed Occupancy Group</b> IBC Section 508.3	Separation required    Non-Separated Accessory                      Combination
<i>Comments:</i>	
<b>Separation Rating</b> IBC Table 508.3.3	1-hour <input type="checkbox"/> 2-hr. <input type="checkbox"/> 3-hr. <input type="checkbox"/> 4-hr. <input type="checkbox"/>
<i>Comments:</i>	
<b>Type of Construction</b> IBC Chapter 6	IA/B-    IIA/B-    IIIA/B-    IVHT-    VA/B
<i>Comments:</i>	

CHAPTER/CODE	CHECK
<b>Structural Components</b> IBC Section 602	1-hour <input type="checkbox"/> 2-hour <input type="checkbox"/> 3-hour <input type="checkbox"/>
<i>Comments:</i>	
<b>Combustible Material</b> IBC Section 603	Type I & II Construction Use of Fire Treated Wood
<i>Comments:</i>	
<b>Fire Resistive Construction</b> IBC Chapter 7	Rated Assemblies-Testing Openings-Penetrations Concealed Spaces Draft/Fire Stops Fire- Walls, Barriers, Partitions Smoke- Walls, Barriers, Partitions Shaft Enclosures Rating
<i>Comments:</i>	
<b>Fire Separation Distance</b> IBC Section 702	Property line Center of street/alley/public way Imaginary line between buildings Wall/Roof-Projections
<i>Comments:</i>	
<b>Exterior Walls</b> IBC Table 602	Rating - 1-hour <input type="checkbox"/> 2-hour <input type="checkbox"/> 3-hour <input type="checkbox"/>
<i>Comments:</i>	
<b>Allowable Floor Area</b> IBC Chapter 5 IBC Sections 503-508	Per Floor Allowable Total Building Allowable Increases, Sprinklers
<i>Comments:</i>	
<b>Height and Number of Stories</b> IBC Chapter 5 IBC Sections 502-509 <i>Definitions to review:</i> <i>Basement, Grade Plane,</i> <i>Building Height, Story Height</i> <i>Mezzanine</i>	Allowable Height Allowable Stories Height Modifications Special Provisions
<i>Comments:</i>	
<b>Special Occupancy Requirements</b> IBC Chapter 3 & 4	Malls                      Motor Vehicles Parking Structures    Assembly Hazardous Uses
<i>Comments:</i>	

CHAPTER/CODE	CHECK
<b>Design Occupant Load</b> IBC Chapter 10	Occupant Load Factor Total Occupant Load = _____ Egress Width and Hardware Type
<i>Comments:</i>	
<b>Means of Egress –</b> IBC Chapter 10 – Access, Exit, Discharge Section 1003	Elements/Continuity/Rated Corridors Required Illumination- Separation Number of Exits – Direction of Travel Travel Distance – Sprinkler Increase
<i>Comments:</i>	
<b>Means of Egress</b> IBC Chapter 10	Ramps Slope/Rise/Run Emergency Escape/Rescue
<i>Comments:</i>	
<b>Interior Finishes</b> IBC Chapter 8	Interior Surface Coverings Flame Spread Rating /Smoke Develop Material Class I, II, or III
<i>Comments:</i>	
<b>Fire Protection</b> IBC Chapter 9 <i>Required or not?</i> <i>Fire walls?</i>	Fire Suppression System Type Fire Alarm Smoke Control Smoke/Heat Vents
<i>Comments:</i>	
<b>Accessibility</b> IBC, Chapter 11 ANSI A117.1. IBC, Appendix E TAS-TDLR#=#	Parking, 1:48, Symbol Accessible Unit or A/B Type Access Route of Travel Separate Restrooms or Unisex Special Requirements Signage & Symbols
<i>Comments:</i>	
<i>Detailed Code Regulations</i>	
CHAPTER/CODE	CHECK
IBC Chapter 12, 2003 IECC	Interior Environment Ventilation
<i>Comments:</i>	
IBC Chapter 14	Exterior Wall Coverings
<i>Comments:</i>	
IBC Chapter 15	Roof Assemblies & Structures
<i>Comments:</i>	
IBC Chapter 16, WCC	Structural Design Local Design
<i>Comments:</i>	
IBC Chapter 17,	Special Inspections/Agreement
<i>Comments:</i>	
IBC Chapter 18,	Soils & Foundations
<i>Comments:</i>	
IBC Chapter 19	Concrete
<i>Comments:</i>	
CHAPTER/CODE	CHECK
IBC Chapter 21	Masonry
<i>Comments:</i>	

IBC Chapter 22	Steel			
<i>Comments:</i>				
IBC Chapter 23	Wood			
<i>Comments:</i>				
IBC Chapter 24	Glass and Glazing Type, Location, Safety			
<i>Comments:</i>				
IBC Chapter 25	Gypsum Wall/Plaster/Lath			
<i>Comments:</i>				
IBC Chapter 29, UPC	Plumbing Fixture Counts Sizing and Materials –Backflow required?			
<i>Comments:</i>				
IBC Chapter 30	Elevators- State Inspections?			
<i>Comments:</i>				
IBC Chapter 21	Pool and Spas – TDH Regulations? Perimeter Protection			
<i>Comments:</i>				
IBC Chapter 31	Membrane Structures-Flame spread?			
<i>Comments:</i>				
IBC Chapter 32 & 33	Right-of-Way & Encroachments			
<i>Comments:</i>				
IBC Chapter 34, IEBC	Existing Buildings			
<i>Comments:</i>				
IMC	Mechanical Sizing, Dampers, Detectors			
<i>Comments:</i>				
2003 IECC	Vapor Barrier Insulation- Slab Edge/Roof/ Wall/Floor/Plumbing/Vents Economizer Lighting Summary Glazing U-Factors & Percentage Prescriptive or Component?			
<i>Comments:</i>				
<i>ARE ALL CRW ENTRIES COMPLETED?</i>				
Chronology? Notes Entered?		Approval Stamps?		Comment Letter Sent?
Review Step? Notes Entered?		Last Review Step?		Applicant Notified?
Document location?		Forwarded To Permit Tech?		
<b>Deferred Submittal List:</b>				
<i>Comments:</i>				