

POLICY GUIDELINES for COMMERCIAL PLAN
SUBMITTAL REQUIREMENTS
As required by GIS

- Application.
- Water Permit approval.
- Sewer or septic permit approval.
- Zoning Permit approval.
- Two copies of approved site plan.
- Two full sets of Building Plans. Plans must be in ink, drawn to scale and **stamped and sealed by a design professional.**
- Building Plans must include all information to meet GIS Plan Review Services Requirements for the following Disciplines:
 1. GIS BUILDING PLAN REVIEW REQUIREMENTS.
 2. GIS PLUMBING PLAN REVIEW REQUIREMENTS.
 3. GIS ELECTRICAL PLAN REVIEW REQUIREMENTS.
 4. GIS MECHANICAL PLAN REVIEW REQUIREMENTS.

NOTE:

- Copies of GIS BUILDING, PLUMBING, ELECTRICAL, AND MECHANICAL PLAN REVIEW REQUIREMENTS are included with this submittal requirement package.
- Applicant must provide Building Inspection Dept. with copy of Workers Compensation Certificate naming this municipality as a certificate holder.
- Applicant will be responsible for obtaining any State or Federal Permit not required by the Building Inspection Department

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COMMERCIAL BUILDING INSPECTION
REQUIREMENTS
As Required by GIS

All of the following inspection approvals are required to obtain the Certificate of Occupancy.

BUILDING:

- a. Footer: prior to pouring concrete.
- b. Foundation: prior to commencing frame construction.
- c. Rough Framing: prior to commencing insulation or wall covering.
- d. Final.

ELECTRICAL:

- a. Service: Including Temporary if needed.
- b. Rough wiring: prior to Rough Framing Inspection.
- c. Final.

PLUMBING:

- a. Service and under slab piping prior to backfilling.
- b. Rough plumbing: prior to Rough Framing Inspection.
- c. Final.

MECHANICAL:

- a. Service connections and fuel supply system.
- b. System rough-in: prior to Rough Framing Inspection.
- c. Final.

SCHEDULE INSPECTIONS A MINIMUM OF ONE
WORKING DAY IN ADVANCE.

*Additional information pertaining to Inspections can be obtained by contacting the Building Inspection Department Office.

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GIS BUILDING PLAN REVIEW REQUIREMENTS

In order to perform an accurate Building Plan Review, the following specifications, drawings and details must be submitted:

- #1. Two complete sets of signed and sealed architectural plans, structural plans, and material specifications of all work.
- #2. A site plan including the following information:
 - a. Size and location of all new construction and all existing structures on the site location.
 - b. Distances (setbacks) from lot lines.
 - c. Established street grades and proposed finish grades.
- #3. Architectural plans and specifications must include:
 - a. Description of uses and the proposed use group(s) for all portions of the building. [The design approach for mixed-uses (as applicable)]
 - b. Proposed type of construction of the building.
 - c. Complete and accurate dimensioned drawings to determine areas and building height.
 - d. Sufficient details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
 - e. Exit signs and means of egress lighting, including power supply.
 - f. Handicapped accessibility provisions.
 - g. Description and details of proposed special occupancies, such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
 - h. Sufficient details to evaluate fire-resistive construction requirements, including data substantiating required ratings.
 - i. Details of plastic, insulation, and safety glazing installation.
 - j. Details of required fire protection systems.
- #4. Structural plans, specifications, and engineering details that include:
 - a. Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
 - b. Signed and sealed structural design calculations.
 - c. Local design load criteria, including frost depth.
 - d. Earthquake seismic zone.
 - e. Details of foundations and superstructure.
 - f. Provisions for required special inspections.
 - g. Applicable construction standards and material specification submittals (for example: masonry, wood, steel, etc).

GIS ELECTRICAL PLAN REVIEW REQUIREMENTS

In order to perform an accurate Electrical Plan Review, the following specifications, drawings, and details must be submitted:

- #1. Complete plans and specifications of all electrical work
- #2. Labeling criteria of all electrical equipment
- #3. Panelboard schedule
- #4. Power floor plans including electrical circuits indicating conduit and wiring sizes
- #5. Lighting floor plan including electrical circuits indicating conduit and wiring sizes
- #6. Exit sign and means of egress lighting location and power supply
- #7. Lighting fixture schedule
- #8. Symbol schedule and diagrams
- #9. Specifications to include requirements for:
 - a. Raceway and conduit fittings.
 - b. Wire and cable.
 - c. Electrical boxes, fittings and installation.
 - d. Electrical connections.
 - e. Electrical wiring devices.
 - f. Circuit and motor disconnects.
 - g. Hangers and supporting devices.
 - h. Electrical identification.
 - i. Service entrance and details.
 - j. Overcurrent protection.
 - k. Switchboards.
 - l. Grounding.
 - m. Transformers.
 - n. Panelboards.
 - o. Motor control centers.
 - p. Lighting fixtures.
 - q. Fire protective signaling systems.
 - r. Automatic fire detection systems.
 - s. Emergency/standby systems.

GIS PLUMBING PLAN REVIEW REQUIREMENTS

In order to provide an accurate Plumbing Plan Review, the following specifications, drawings, and details must be submitted:

- #1. Complete plans and specifications of all plumbing work
- #2. Plumbing fixture and piping material specifications including identification of the applicable referenced standard
- #3. Plumbing fixture information to include:
 - a. Number and distribution based on the use group.
 - b. Separate facilities for each sex.
 - c. Handicapped plumbing facilities and details.
 - d. Mixed water temperature controls for showers.
- #4. Plumbing piping plan showing layout, pitch of drainage lines, cleanouts, size of traps, and riser diagram
- #5. Water supply and distribution plan showing piping sizes, valves, water heater details, and temperature-pressure relief valve with discharge pipe
- #6. Sanitary drainage and vent system riser diagram showing drainage fixture units (dfu), sizes and vent termination details through the roof
- #7. Potable water system riser diagram showing piping sizes and provisions for protection of the potable water supply
- #8. Piping support and installation schedule.
- #9. Storm drainage details including rain gutter or roof drain sizes and downspout/leader sizes
- #10. Health care plumbing and fixture details

GIS MECHANICAL PLAN REVIEW REQUIREMENTS

In order to perform an accurate Mechanical Plan Review, the following specifications, drawings and details must be submitted:

#1. Complete signed and sealed plans and specifications of all heating, ventilating, and air conditioning work.

#2. Labeling criteria of all mechanical equipment

#3. Heating equipment data including the following information:

- a. Equipment capacity (b.t.u.).
- b. Controls.
- c. Appliance layouts showing location, access and clearances.
- d. Disconnect switches.
- e. Indoor and outdoor design temperatures.

#4. Ventilation data, ductwork and equipment including the following:

- a. Ventilation air rates (c.f.m.) including exhaust and outdoor air intake (c.f.m.).
- b. Layout showing outside air intake.
- c. Construction of ducts, including support and sheet metal thickness.
- d. Duct lining and insulation materials with flae spread and smoke-developed ratings.
- e. Exhaust fan ductwork layout and termination to the outside.
- f. Size of louvers and grilles for attic ventilation.

#5. Boiler and waterheater equipment and piping details including safety controls and distribution piping layout.

#6. Gas and fuel oil piping layout, material, sizing, and valves.

#7. Combustion air intake quantities and details.

#8. Commercial kitchen exhaust equipment details including hood and fan drawings, details of automatic fire suppression system, and clearances.

#9. Chimney and chimney connector or vent and vent connector details and connector gages and clearances.

#10. Mechanical refrigeration equipment data and details.

#11. Solid fuel burning appliance details including incinerator and fireplace drawings and details.

#12. Energy conservation equipment data and details.