



# WASHINGTON COUNTY

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## OREGON

### COMMERCIAL PLANS INITIAL SUBMITTAL CHECKLIST

#### APPLICANTS - PLEASE NOTE:

1. Building Services policy requires Current Planning Department (503-846-8761) approval prior to the issuance of any grading or building permits.
2. Policy requires a completed Grading Permit prior to issuance of Building Permit, except tenant improvements (TI's).
3. Depending on the building location, approvals of one or more of the following agencies may be required; Clean Water Services (503-681-3600), Tualatin Hills Parks and Recreation District (503-645-6433), Washington County Environmental Health Department (503-846-8722).
4. Three (3) sets of construction plans are required at initial submittal for new buildings including three (3) copies of all supporting documentation.
5. Sheets in plan sets shall all be the same size. Plans will be limited to a maximum dimension of 30" x 42" with a maximum number of 50 sheets. Minimum acceptable plan size is 11" x 17".
6. The following checklist should be carefully reviewed. Please ensure that your plans reflect the items on the checklist that are within the scope of your project.

#### **A COVER SHEET IS REQUIRED ON ALL PLANS SUBMITTED**

The cover sheet shall include, but is not limited to:

**TITLE BLOCK** containing:

- Owner Name, Address and Phone numbers
  - Building Location and Address (if assigned)
  - Project Name
  - Designer Name, Address and Phone numbers
  - Architect and/or Engineer Name, Address and Phone numbers
  - Consultants Names, Addresses and Phone numbers
  - Contractor(s) Names, Addresses and Phone numbers (if known)
  - If Leased Property, Lessee's Name, Address and Phone number
- **ARCHITECT or ENGINEER WET STAMP** (if required)
  - **SHEET INDEX**
  - **VICINITY MAP**
  - **DEFERRED SUBMITTAL LIST** (if required)
  - **SITE INFORMATION**
    - Tax Lot Number
    - Site Area Size
    - Zoning Designation
    - Fire District

**SITE PLAN SHEET** (Required)

To include, but not limited to:

- Distances from Building to Property Lines and Other Structures
- Fire Hydrant Locations and Distances to Proposed Building
- Fire Vehicle Access Road, Widths and Turnarounds
- Accessible Parking Stalls and Accessible Route to Building
- All Easements
- An additional site plan on 11 x 17 paper shall be submitted.

**CODE SUMMARY** (Required)

- See the Washington County Code Summary handout.

**ARCHITECTURAL SHEETS**

**CIVIL SHEETS**

**LANDSCAPE SHEETS**

**STRUCTURAL SHEETS**

**MECHANICAL SHEETS**

- **HVAC**
- **REFRIGERATION**
- **PROCESS PIPING** (Wet, Dry, Exhaust, etc.)
- **GAS PIPING**
- **HOODS** (Kitchen, Process Exhaust, etc.)
- **ABOVE OR UNDERGROUND HAZARDOUS, FLAMMABLE OR COMBUSTIBLE MATERIAL STORAGE TANKS**
- **KITCHEN EQUIPMENT LAYOUT**
- **LOCATIONS OF ALL PERMANENTLY INSTALLED EQUIPMENT**

**PLUMBING SHEETS**

**ELECTRICAL SHEETS**

**FIRE ALARM SHEETS** (1/8 SCALE preferred)

**FIRE SPRINKLER SHEETS** (1/8 SCALE preferred)

**FURNITURE LAYOUT SHEETS**

**OTHER ADDITIONAL SUBMITTALS (Separate from Plans)**

**GEOTECH REPORT** (Seismic Site Investigation - When Applicable)

**SOILS REPORT**

**STRUCTURAL CALCULATIONS**

**ENERGY CODE COMcheck**

**FIRE FLOW CALCULATIONS**

**FIRE DEPARTMENT ACCESS AND WATER SUPPLY REVIEW & APPROVAL FORM**