### Tri-County Commercial Application Checklist

**Department of Consumer & Business Services**  
**Building Codes Division • Tri-County Services**  
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www.oregonbcd.org

### PROJECT INFORMATION

<table>
<thead>
<tr>
<th>Project name:</th>
<th>Date:</th>
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<tbody>
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<td>Project address:</td>
<td>City:</td>
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<tr>
<td>Scope of work:</td>
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<tr>
<td>Reference no.:</td>
<td>Map and tax-lot no.:</td>
</tr>
<tr>
<td>Contact person name:</td>
<td>Company:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Cellular phone:</td>
<td>E-mail:</td>
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</table>

### NOTES AND INSTRUCTIONS

- The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted.
- This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements.
- For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book.
- It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.
- In the checklist, “Required” means that the applicant must provide this information for plan review.
- In the checklist, “P” means —
  - *if checked by the applicant* — the information is provided for the plan review.
  - *if checked by the plans reviewer* — this information is required for the plan review.
- In the checklist, “NA” means that the information does not apply.
- Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted.

### PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

### INDEX OF CHECKLIST SECTIONS

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<td>12.0</td>
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This checklist is for building department jurisdictions in Clackamas, Multnomah, and Washington counties.
### SECTION 1.0 — GENERAL PROJECT DATA

**Construction documents**

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**Supporting documents**

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<td>❑ P ❑ NA</td>
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### SECTION 2.0 — CIVIL DATA

**Construction documents**

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**Supporting documents**

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<td>P NA Wall type sections and details</td>
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<td>5.16 □ P □ NA Fume/vapor hood plan</td>
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### SECTION 6.0 — MECHANICAL DATA (Additional or replacement rooftop installation permits)

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### SECTION 7.0 — MECHANICAL DATA (Type I and Type II kitchen hood permits)

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<td>7.6 □ P □ NA Cross sections through hoods, ducts and shafts</td>
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<td>Required Piping and material schedule</td>
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<td>8.3</td>
<td>Required Equipment layout plan</td>
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<td>Required Fixture schedule</td>
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<td>8.5</td>
<td>Required Site utility plan</td>
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<td>8.6</td>
<td>Required Building cross section</td>
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<td>8.7</td>
<td>Required Rise diagram</td>
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<td>Required Backflow-prevention location</td>
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<td>8.10</td>
<td>Required Irrigation plan</td>
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<td>8.11</td>
<td>Required Fire-rated construction details</td>
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<td>8.12</td>
<td>Required Under-slab plumbing plan</td>
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<td>Required Utility maintenance agreements</td>
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<td>8.24</td>
<td>Required Water supply calculations</td>
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<td>8.25</td>
<td>Required Sanitary system calculations</td>
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<td>Required Irrigation demand calculations</td>
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<td>Required Roof drain and storm-water calculations</td>
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### Supporting documents

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### SECTION 9.0 — ELECTRICAL DATA

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<td>Required Feeder riser diagram</td>
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<td>9.6</td>
<td>Required Available fault current information</td>
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<td>Required Panel schedule(s)</td>
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<td>9.8</td>
<td>Required Structural calculations for vertical loads</td>
</tr>
<tr>
<td>9.9</td>
<td>Required Structural calculations for lateral loads, for equipment weighing over 400 lbs.</td>
</tr>
<tr>
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<td>Required Energy code compliance forms and calculations for lighting</td>
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<tr>
<td>9.11</td>
<td>Required Emergency power system specifications</td>
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<td>9.12</td>
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<td>9.24</td>
<td>Required Feeder riser information</td>
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### SECTION 10.0 — FIRE SUPPRESSION DATA

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### SECTION 11.0 — FIRE DETECTION AND ALARM DATA

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### SECTION 11.0 — FIRE DETECTION AND ALARM DATA (CONTINUED)

**Supporting documents**

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### SECTION 12.0 — RE-ROOF INSTALLATION DATA

**Construction documents**

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<td>12.1*</td>
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<td>Site plan or building location map</td>
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</table>

The site plan typically includes the following:
- North arrow
- A note describing the scope of work, such as tear-off, repair, overlay, etc.
- A note indicating approx. squares of roofing to be applied
- Area in which work is to be performed
- Location of roof access

<table>
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<tr>
<th>Section</th>
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<td>12.5</td>
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<td>Class of roofing to be installed</td>
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**Supporting documents**

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### SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

**Construction documents**

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*The building official may waive submission of plans. Contact jurisdiction for more information.*