



# Commercial Plan Review Submittal Checklist

## City of Warrenton

Planning and Building Department  
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DEPARTMENT USE ONLY
Plan review no.:
Reviewed by:

JOB INFORMATION	OWNER
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Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ - _____ - _____ Fax: _____ - _____ - _____	Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ - _____ - _____ Fax: _____ - _____ - _____
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ARCHITECT / ENGINEER	APPLICANT
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Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ - _____ - _____ Fax: _____ - _____ - _____	Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ - _____ - _____ Fax: _____ - _____ - _____
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### REVIEW INFORMATION

Declaration of value: \$ _____	Building sq. ft.: _____	Review fee: \$ _____
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Building use (be specific): \_\_\_\_\_

Check type of review:  
 Fire and life safety  
 Structural  
 Mechanical  
 Sprinkler  
 Alarm

### MINIMAL PLAN REQUIREMENTS CHECKLIST

Three sets of plans and the following items are required for review: \_

Initials	Date	
1. _____	_____	<b>Site plan:</b> changes of occupancy, additions, alterations, and new construction
2. _____	_____	<b>Floor/roof plans:</b> including dimensions, windows, and doors
3. _____	_____	<b>Floor/roof framing:</b> framing member size, joist, beam, and column
4. _____	_____	<b>Foundation plan:</b> wall dimensions and footings — for complete review
5. _____	_____	<b>Building elevations:</b> minimum two views
6. _____	_____	<b>Building cross-sections:</b> structural members, roof and wall sheathing
7. _____	_____	<b>Structural calculations:</b> new or change of occupancy
8. _____	_____	<b>Electrical:</b> exits, fire alarms, and fire and life safety equipment
9. _____	_____	<b>Energy documentation:</b> If building is heated or cooled, submit on Oregon Energy Code guideline forms. <b>Residential</b> (motels, SR, apartments): identify path _____
10. _____	_____	<b>Complete specifications:</b> quality and type of all construction materials, and methods of construction
11. _____	_____	<b>Architect/engineer stamp:</b> over 4,000 sq. ft. or 20' height — Architect law-ORS 671.030, Engineer law-ORS 672.020
12. _____	_____	<b>Mechanical plans:</b> equipment location, size, type, and layout — fan capacity, etc.
13. _____	_____	<b>Disabled access:</b> indicate compliance measures
14. _____	_____	<b>Plumbing:</b> Fixtures, dimensions, material, sizes, water, waste, gas lines, roof drains/overflows.
<b>Other agency clearances:</b>		
15. _____	_____	Department of Environmental Quality or local sanitary authority
16. _____	_____	Local planning department: zoning, special land use. Building is in flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT: \_\_\_\_\_  
Signature

Print name: \_\_\_\_\_ Date: \_\_\_\_\_