



All submittals require the following information, where applicable to the project, prior to acceptance for review:

**GENERAL REQUIREMENTS:**

- Plans must be sealed and signed by a licensed/registered professional as required by state law
- Plans must identify the name, title, address, and phone numbers of the designer(s) of record
- Plans must be drawn to scale and legible when printed for the field
- Scope of work must be clearly identified

**CODE ANALYSIS:**

- Occupancy group and construction type
- Allowable area calculations
- Floor area, number of stories, and height
- Life safety plan/Fire areas
- Exit lighting/signage
- Sprinklers
- Energy conservation method
- Occupant loads

**ARCHITECTURAL:**

- Site plan
- Floor plans
- Roof plans
- Reflected ceiling plan
- Exterior elevations
- Finish materials
- Accessibility
- Insulation R values
- Fire rated assemblies
- Stair details
- Building sections
- Wall sections
- Door, window, and hardware schedule

**STRUCTURAL:**

- Calculations
- Soils report
- Foundation plans
- Structural sections and details
- Lateral systems
- Floor framing plans
- Roof framing plans
- Specifications and design criteria
- Statement of special inspections