



Building Inspections Division

Procedure # 310

Quality Review of Submitted Construction Plans

Effective 5/1/2006

Left-Click Mouse to Advance Slides
Page Up to Go Back



Purpose

To provide a prompt method of ensuring that plans submitted for review have all pertinent data to allow for a technical review to begin without delay. The Quality Review will be performed within 2 working days from time of receipt of the plans by the Building Inspections Division and the person submitting will be notified both in writing and by phone if any required information to begin the review is missing.



Type Plans Accepted

- ! Plans submitted to the Building Inspections Division for a technical review will be final plans. Plans marked as “Preliminary” or “Not For Construction” **will not be accepted** for review. Owners, contractors or design professionals desiring to have preliminary comments on projects will arrange for a meeting with the review staff to discuss the project. These type meetings are encouraged. Plans may be submitted by fax or electronic means but must be of sufficient size and clarity to facilitate plan review.



Residential Plans – Information Required

- **Completed Building Permit Application**
- **Basic Development Plan.**
 - A plot or site plan, drawn to scale, showing the proposed new construction and all existing buildings on the property, setbacks and distances to property lines. No permit will be issued for a building crossing property lines.
- **Moderate to High Shrink Swell Soil Potential.**
 - Where moderate to heavy shrink swell soils is found on the construction site, engineered foundation plans must also be submitted showing how the foundation is to be constructed at this site to deal with these conditions.
- **Design Professional.**
 - If plans are prepared by a design professional, proper seals are required. **All plans must be sealed if they are prepared by a registered design professional.**



Residential Plans

Model Plans.

If the same builder intends to build the same design in more than one location without changes, he should submit for a Model Plan Review. Future permits utilizing this same design will not be charged a plan review fee. The builder must reference the model plan number when applying for future permits. Another set of plans will not have to be submitted, a Basic Development Plan for the specific site will still have to be submitted for each site.



Residential Plans - Information Required

- Code edition information
- Approved site plan
- Floor plans drawn to scale
- Identify the names on all rooms
- Elevations and building height on all sides
- Emergency egress elements
- Smoke detectors / locations
- Locations of engineered components
- Sizes & spans of structural members
- Stairway / landing / guard & handrail details
- Insulation values
- Framing plan
- Foundation / footers
- Fireplace / chimney details
- Mechanical/HVAC equipment location
- Electrical panel & critical component locations
- Location of GFCI devices
- Plumbing fixture location / Cross connections
- Deck / patio details



Commercial Plans - Information Required

- Completed Building Permit Application.
- Proper professional seals on all pages of plans.
- Required Cover Sheet Information **On All Plans**.
 - Submitter and address.
 - Proper code editions.
 - Building area, actual and allowed, heated and unheated.
 - Type occupancy.
 - Type construction.
 - Flood zone information, if applicable.
 - Number of units.
 - Number of stories.
 - Horizontal separation distances.
 - Fire resistance ratings.
 - Fire protection systems.
 - Occupant load.
 - Fire rated assemblies.
 - Length of exit travel.
 - Number of exits.
 - Soil conditions
 - Accessibility Data
 - Asbestos Report, if applicable
 - Other information pertinent to the project as needed.



Commercial Plans – Information Required

- **Basic Development Plan.**
 - A plot or site plan, drawn to scale, showing the proposed new construction and all existing buildings on the property, setbacks and distances to property lines. No permit will be issued for a building crossing property lines.
- **Comprehensive Development Plan.**
 - When required, an **APPROVED** Comprehensive Development Plan must be submitted. No permit will be issued for a building crossing property lines.
- **Moderate to High Shrink Swell Soil Potential.**
 - Where moderate to heavy shrink swell soils is found on the construction site, engineered foundation plans must also be submitted showing how the foundation is to be constructed at this site to deal with these conditions.



Building Plan Technical Review

- The technical review cannot begin until all of the required information for residential or commercial plans has been received.



Review Period

- Our reviewers work towards a standard of 10 working days for initial review once plans are received.
- Plans are categorized and are reviewed on a first come, first served basis.
- Unusually heavy submissions may result in a review period that is longer.
- Resubmissions are handled on a priority basis, the standard is to review within 5 working days once received.

