

City of St. Helens
Building Dept.

Commercial Building Counter Check List

The conditions of the "Building Design Review" must be satisfied, and the Engineering Department's "Site/Grading" Plan must be accepted before the building permit can be issued.

Check the following items that are included with this application, or mark **N/A** if not applicable. If any of the applicable information for each application has not been provided, the application cannot be accepted.

Completed permit applications for:

- Building (Complete Section 1)
- Plumbing (Complete Section 2)
- Mechanical (Complete Section 3)
- Automatic Fire Extinguishing System * (Complete Section 4)
- Smoke Detection System * (Complete Section 5)
- Fire Alarm System * (Complete Section 5)
- Storage Racks * (Complete Section 6)
- Commercial Exhaust Hood & Duct System * (Complete Section 3 & 4)

*Separate applications for any of these types of work are not necessary, when done in conjunction with a Building Permit Application (**Contractor Name, Address, Telephone Number, Contractor's Board Number, Property Tax ID #, and SH Business License is required**).

Applications must include the name, address and telephone number of the owner, tenant, designer, architect and/or engineer. Applications must include the site address of the building (if no address exists, one will be assigned by the Planning Department). The contractor information must be completed, including appropriate signatures, prior to issuance of permits.

The building permit will not be issued prior to the approval and issuance of any plumbing, mechanical, electrical, fire sprinkler, fire alarm, or smoke detection system permits related to the project.

Section I: Building Permit Applications The applicant must submit:

- Three sets of plans drawn to scale.
 - ___ Automatic Fire Extinguishing System
 - ___ Smoke Detection System
 - ___ Fire Alarm System
- The plans specify
 - ___ The number of stories in the building
 - ___ Type of construction
 - ___ Occupancy Type(s)
 - ___ Building Area
- The Plans specify the Business Type (Building shell, retail sales, warehouse, office use, medical use, educational, woodworking, auto repair, use of hazardous materials, etc...)
- For building additions, the plans show how a route accessible to persons with disabilities will be provided through the existing building, if no accessible entrance is provided in the addition.

- ❑ For building additions, the plans show either accessible toilet facilities in the new addition or that at least one toilet facility in the existing building is, or will be accessible.
- ❑ The plans show how accessibility to persons with disabilities will be provided including, but not limited to:
 - ___ Accessible parking stall(s): Locations, dimensions, signage, slope of the stalls.
 - ___ An accessible route from the accessible parking stall(s) to the building entrance, public way. Include slope of route.
 - ___ Accessible restroom facilities, including dimension, details for grab bars, lavatories, dispenser, etc.
 - ___ Accessible public telephones,
 - ___ Accessible drinking fountains,
 - ___ Accessible door hardware,
 - ___ Accessible route to public way for accessible exits.
- ❑ A Site Plan.
- ❑ A Utility Plan showing:
 - ___ Topography
 - ___ Size, length, type of material, slope of sanitary sewer, rain drains, storm sewer, location and type of catch basins
 - ___ Water meter and water service size
 - ___ Service vaults showing valves, backflow device(s), etc.
- ❑ Floor, foundation, elevation, cross section, floors and roof framing, door and window schedules, and detail plans.
- ❑ A cross section of walls showing all components of the wall construction.
- ❑ The use of each room or space labeled for its proposed use (i.e., "Office", "Storage", "Corridor", "Classroom", etc.)
- ❑ A reflected ceiling plan, including details for seismic bracing of the ceiling grid and suspended lights.
- ❑ Any specification books or additional details that are necessary to identify materials or methods of construction.
- ❑ State of Oregon "Energy Code Compliance Forms" as required by Chapter 53 of the OSSC for the following work involved in the project.
 - ___ Summary Sheets, per Chapter 2
 - ___ Exterior Building Envelope, per Chapter 3 – required in areas to be heated/cooled.
 - ___ System, mechanical (HVAC) per Chapter 4
 - ___ Artificial Lighting; interior and exterior lighting, per Chapter 5.
- ❑ The plans have been stamped by an Architect or Engineer registered and licensed to practice in the State of Oregon, if the building is over 4,000 square feet in ground area or more than 20 feet in height, measured from the lowest finished floor to the highest overhead ceiling, and there are structural changes proposed.
- ❑ Structural calculations stamped by the engineer.
- ❑ Location and type of interior and exterior firewalls, area and occupancy separation walls, corridors. Where fire walls or fire resistive construction is involved, the appropriate fire resistive design data is provided (i.e., U.L. Listing, Gypsum Manual Number, SSC Table 43-A, B, or C item number).
- ❑ Where Special Inspection is required, it is called for on the plans, and the name(s) and

qualifications of the individual(s) are provided for approval by this office for:

- Concrete
- Bolts in concrete
- Special moment-resisting concrete frame
- Reinforcing steel
- Prestressing steel tendons
- Site welding
- Fabrication shop welding
- High-strength bolting
- Structural masonry
- Reinforced gypsum concrete
- Insulating concrete fill
- Spray-applied fireproofing
- Piling, drilled piers and caissons
- Shotcrete
- Special grading, excavation and filling

- A soils report stamped by a registered geotechnical engineer for foundation designs using a soil bearing design value exceeding 1500 psf.

Section 2: Plumbing Permits The applicant must submit:

- Three sets of plans _____Size Water Meter
- New plumbing fixtures are shown. For additions also show any fixtures to be moved or removed (if not shown on the building plans).
- Plumbing plans (if more than three trapped fixtures are connected to the drainage system) that shows:
 - Drain, waste, vent piping diagrams
 - Water supply piping diagrams,
 - Distance to the water meter,
 - Main supply water pressure,
 - All new pipe sizes and lengths,
 - Irrigation plan showing all sprinkler heads and location of backflow devices.
- Plans identify if water closets are:
 - Tank type
 - Flushometer valve type
- Where grease traps are required, the size, locations and details are provided.
- Horsepower rating for garbage disposals is provided.

Section 3: Mechanical Permits The applicant must submit:

- Three sets of plans
- Mechanical plans show all the new equipment locations
- Equipment specifications (i.e., size, weight, Btu input, tonnage, horsepower, kW, SEER, EER rating of equipment).
- Size, cfm and location of all new, moved and/or removed supply and return air diffusers on the reflected ceiling plan.
- Plans identify required smoke and fire dampers.

- ❑ Gas piping diagram showing the developed length and size(s) of pipe, all new and existing mechanical equipment served by the line and each of their Btu input demand
- ❑ Gas pressure to be used
- ❑ How access to the equipment is provided
- ❑ The size, spacing, type and span of supporting roof or floor members, and supporting walls or columns.
- ❑ Structural calculations and drawings stamped by a registered engineer or architect for suspended or roof top mechanical units for any unit(s) that weighs 500 pounds
- ❑ Details for how suspended units are supported and braced against lateral (seismic) movement. Calculations are required for the bracing for any equipment that weighs 400 pounds or more.
- ❑ Details for how roof top units are anchored to the roof curb and how the roof curb is attached to the roof structure.
- ❑ Exhaust Hoods (Type I & II), including hood size, metal gauge, construction, cfm, make-up air, shaft construction details, fire suppression system (see items under items 1,2, 3, 5, of Section 4 below). Method of support for vertical and lateral (seismic) loads.
- ❑ Location and specifications for detection system providing automatic shutdown of HVAC units over 2000 cfm or serving more than one tenant.

Section 4: Automatic Fire Extinguishing System Permits The applicant must submit:

- ❑ 1. Three Sets of plans
- ❑ 2. Locations of new, relocated and removed sprinkler heads
- ❑ 3. Specification (“Cut”) sheets for new sprinkler heads, control valves, backflow prevention valves
- ❑ 4. Hydraulically designed systems require hydraulic calculations
- ❑ 5. Pipe sizes and schedules
- ❑ 6. For self-contained chemical systems include the specification (“Cut”) sheets for the listed system, including type of chemical, and storage container size and location
- ❑ 7. Hazard designation for the sprinkler system design
- ❑ 8. Plans are stamped and signed by a professional engineer, or NICET Level III or IV certified person.
- ❑ 9. Plans identify the type of system (i.e., wet, dry, anti-freeze, etc...)
- ❑ 10. Details and locations of hangers and sway bracing
- ❑ 11. Location, size and type of stand pipes
- ❑ 12. Size of fire service main, water pressure at connection, location of double check valve.

Section 5: Fire Alarm/Smoke Detection Systems The applicant must submit:

- Three sets of plans.
- A plan showing the locations of new, relocated and or removed detectors, pull stations, visual audible alarms
- Specification ("Cut") sheets for detectors, pull stations, alarms (Visual and Audible), Annunciator panels, etc.
- Wiring and riser diagrams (including wire types, sizes and power connection)
- Battery calculations

Section 6: Storage Racks The applicant must submit:

- Three sets of plans for any racks 8 feet in height or greater (measured to the highest point a shelf, pallet or container can be placed).
- Plans, calculations
- and specifications stamped by an engineer registered and licensed to practice in the State of Oregon, that specify the racks structural design for vertical and seismic loads, and anchorage to floor
- A description of the commodities to be stored, including how they are packaged (i.e., cardboard boxes, metal containers, plastic wrapped, etc...) Example: plastic product, packaged in plastic bags, stored in cardboard boxes on wood pallets, with shrink wrap around the pallets and cardboard boxes.

It is important that the information provided is accurate to expedite the plan review process.

I certify that the information (pages 1 – 5) is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant. I further understand that re-submittals of complete information will be reviewed in the order received based on date of re-submittal.

_____ Signature of Applicant	_____ Date
_____ Title	_____ Telephone Number

BldgPlanCkComm