



South Central Regional Construction Code Council

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MyPermitNow.Org

**New Commercial - Commercial Additions – Renovations
Permit Plan Submittal Check List**

Project Type: New Commercial or Commercial Addition

Applicable Building Codes:

- IBC 2015 International Building Code
- IPC 2015 International Plumbing Code
- IMC 2015 International Mechanical Code
- IEBC 2015 International Existing Building Code
- NEC 2014 National Electrical Code
- LSUCC LAC 17:I.Chapter 1- Louisiana State Uniform Construction Code & Amendments (Formerly LAC55:VI.301.A)

Provide the following items for plan review where applicable:

NOTE: For construction other than new commercial or additions (renovations), only those areas below describing the scope of work will be applicable.

Building and Planning information: *(Provide the following if not already indicated within the drawings)*

___ Proposed Occupancy use *(Provide brief description for use of building i.e. office, hair salon, restaurant, automotive shop, retail, storage etc.)*

___ Type Construction: *(Provide brief description of types of material used to construct building exterior shell and any interior partition walls)* check one: ___ All non-combustible materials (metal, masonry etc.)
or ___ Combustible materials (Wood framing and/or both wood and metal/steal, masonry etc.)

___ Gross square footage of each floor: New _____
Existing _____ *(if applicable)*

___ Storage occupancies – Please give brief description of types of items to be stored:

Hazardous Materials No / Yes

If yes then the following shall be required: A report shall be submitted to the building official identifying the maximum expected quantities of hazardous materials to be stored, used in a closed system and used in an open system, and sub-divided to separately address hazardous material classification categories based on IBC Tables 307.1(1) and Tables 307.1(2). The methods of protection from such hazards, including but not limited to control areas, fire protection systems and Group H occupancies shall be indicated in the report and on the construction documents. The opinion and report shall be prepared by a qualified person, firm or corporation approved by the building official.

Sprinkler system provided: No / Yes (if yes then this shall also be noted as such on plan documents)

Fire Alarm provided: No / Yes (if yes then this shall also be noted as such on plan documents)

Building Plans:

Site Plan

Site plan shall include:

Distances of the proposed building from interior property lines

(Note: All commercial building less than 10 feet from interior property lines will require at least a minimum 1 hour fire rated exterior wall. Therefore structure will need to be located a minimum of 10 feet from interior property lines or provide plans that will include correct exterior wall fire rating. Plans shall include the listed tested assemblies, from an approved testing agency, used to achieve the fire resistance rating of the proposed construction (UL, ETL, FM, GA, WP, WH, etc.) including joints in the assemblies.)

Location/distances of existing building relative to new proposed building

(Note: Site plans with existing buildings less than 20 feet from proposed new or addition shall include adjacent building square footages and occupancy use in order to determine compliance with IBC section 705.3.)

Floor Plan

Floor plans shall include the following:

Room names and/or uses;

Additions (if applicable): If permit is for building addition, then plan documents shall include portions of existing building square footages, names of rooms and/or uses. Plans for addition shall also include before and after floor plan layout of existing parts of building.

Door and Window locations & sizes; SEE WIND BORNE DEBRIS REGION requirements under "Elevation drawing" section.

Corridors – If building includes corridors and corridor serves occupant load greater than 30, as calculated per IBC without sprinklers, then corridor will be required to be protected 1 hour.

(Note: This general statement is for most occupancy groups. Stricter requirements apply to Hazardous and Institutional occupancy groups. [see IBC T1018.1]). Business groups calculated at rate of 1 occupant/100sf.

Type and locations of any required fire resistance rated or smoke rated construction used in the project shall be provided. If proposed project is not using prescriptive designs as allowed per IBC chapter 7, and identified as such, then applicant and/or designer shall identify the listed tested assemblies, from an approved testing agency, used to achieve the fire resistance rating of the proposed construction (UL, ETL, FM, GA, WP, WH, etc.) including joints in the assemblies.

Elevation drawing

Elevation drawings shall include height of walls and ceilings

Vertical distance from grade to the average height of the highest roof surface;

___ Vertical distance from each floor to each ceiling plate height. (Note: Wall heights between floor and ceiling plate greater than 10 feet required design/seal/signature by registered architect or engineer.)

___ Opening locations;

___ For 140 MPH (*V-ult*) wind zones and above, documents should clearly identify methods used for protection of openings in “Wind Borne Debris Regions” (140mph or greater).

___ Method provided to be indicated as either Large Missile Impact glazing or approved window covering complying with ASTM E 1996 and ASTM E 1886 or substituted with 7/16” wood structural panel with a maximum span of 8 feet. Panel shall be pre-cut to match the framing surrounding the opening containing the product with the glazed opening. Panels shall be predrilled as required for the anchorage method and shall be provided with the attachment hardware per IBC Table 1609.1.2 upon inspection. NOTE: 7/16 wood structural panel cannot substitute the required design load performance requirements (DP/HR rating). ALSO NOTE THAT GLAZING IN ROLL-UP/GARAGE DOORS CANNOT UTILIZE THE PLYWOOD SUBSTITUTION. WINDOWS AND DOORS, WITH GLAZING, GREATER THAN 4X8 ALSO CANNOT UTILIZE THE PLYWOOD SUBSTITUTION. THESE OPENINGS WILL BE REQUIRED TO BE PROVIDED WITH LARGE MISSILE IMPACT GLAZING OR AN APPROVED COVERING COMPLYING WITH ASTM E 1996 AND ASTM E 1886 were located in “Wind Borne Debris Regions”.

___ **Electrical drawing**

Electrical drawings shall include general lighting, emergency lighting, and outlet locations. Drawings may be diagrammatic only in nature for most projects. Professional design may be required for larger projects with complex electrical requirements.

___ **Mechanical drawing**

Mechanical plans (HVAC) shall include design by registered professional with seal & signatures OR design by Mechanical contractor with the HVAC ACCA Manual “N” load calculations.

Plan shall include the following:

___ Branch/Trunk line location/type/sizes/cfm’s

___ Fresh air (O.A.) line location/type/size/cfm’s

___ Equipment location/type/size

___ Restroom Exhaust fan CFM’s

___ Location of fire dampers (*where applicable*)

___ Door and window openings to be at least 4% of floor area for natural ventilation where mechanical ventilation is not required.

___ Commercial kitchen equipment/hoods (where applicable)

Hood Suppression system ___ No / ___ Yes

___ **Plumbing Plan**

Plumbing plans shall include:

___ Size/location of all vents/drain lines

___ Plumbing Riser and dimensioned plumbing layout diagram(s). (*Applicable for large complex systems*)

___ Cleanout locations

___ Grease traps or oil/water separators (*where applicable*)

___ Floor drains with or without trap primers (*where applicable*)

___ Identify all plumbing fixture types and location on plan

___ Identify restrooms as male/female/unisex where required

___ Location of drinking fountains

___ Water heating equipment type/size

___ **Structural Plan**

Structural plans and/or architectural plans shall include the following:

- ___ Gravity and Wind design criteria
 - ___ Floor live loads
 - ___ Roof Live load
 - ___ Basic windspeed in both *V-ult* and *V-bsd* shall be indicated within construction documents
 - ___ Wind Importance Factor
 - ___ Risk Category
 - ___ Wind Exposure Category
- ___ Soil Bearing Capacity (Engineered designs shall include vertical bearing pressure (also include Lateral with signs))

___ Metal Building Manufacturer's erection drawings (*where applicable*)

Note: Metal building manufacture's drawings maybe supplied after permit issuance prior to foundation pre-pour inspection provided you supply a "Design Load Certification Letter" from the manufacture within plan documents.

___ Foundation Plan

Foundations for Metal Buildings shall be designed/signed/sealed by registered engineer. All commercial buildings (site built or pre-fab) shall be supported on a permanent foundation system (i.e. poured concrete spread footings, pilings, monolithic slab etc.) Note: Maximum soil bearing capacities for prescriptive designs assumed 1500psf. All raised building foundation systems greater than 36 inches shall be designed/signed/sealed by registered engineer.

Foundation drawing shall include the following:

- ___ Foundation types, locations, sizes, depths, shapes, thicknesses, and materials (piers, piles, footings, walls, slabs, etc);
- ___ Specifications for the type, mix ratio, and minimum compressive strength of concrete (where applicable)
- ___ Reinforcing details, specified strength or grade, placement and sizes;
- ___ Imbedded anchoring locations, size and depth;
- ___ Slab layout for recesses, void, and other irregularities;
- ___ Piling Foundation systems (where applicable): Plans shall include piling special inspection "Letter of Intent". Contact brian@scpdc.org for word doc. template or download from SCPDC.org > Divisions > Building Code Enforcement.

___ Foundations (Pier & Beam)

OPTION 1 - Monolithic poured concrete foundation as follows:

- ___ 6" reinforced slab
- ___ 12" X 12" turn down footings. NOTE: Footings only required at outer perimeter edges unless required elsewhere by registered design professional for additional interior pier support. Perimeter footings shall penetrate a minimum of 12 inches into the natural undisturbed soil. Footings shall have a minimum of (2) #5 rebar. Footings shall be a minimum of 12 inches within natural undisturbed soil.
- ___ Building tie-down anchors around perimeter edge within footings shall be provided a maximum of 6 feet on center or closer if required by designer. Tie down anchors shall be placed in close proximity of each pier. Anchoring method shall be provided with a minimum 5/8" "J-bolt" anchor with a minimum 7" wet set embedment only. Interior tie-down anchors shall be provided when building is greater than 50 feet.

OPTION 2 – Monolithic poured concrete foundation as follows:

- ___ 4" reinforced slab
- ___ 12" X 12" turn down footings around perimeter.
- ___ 12"w X 6" d interior spread footings below slab at all pier locations.
- ___ Building tie-down anchors around perimeter edge within footings shall be provided a maximum of 6 feet on center or closer if required by designer. Tie down anchors shall be placed in close proximity of each pier. Anchoring method shall be provided with a minimum 5/8" "J-bolt" anchor with a minimum 7" wet set embedment only. Interior tie-down anchors shall be provided when building is greater than 50 feet.

OPTION 3 – Poured concrete spread footing foundation as follows:

- ___ 12" X 12" poured concrete spread footings to support all pier locations. All footings shall be connected and reinforced with a minimum (2) # 5 rebar. All footings shall be a minimum of 12 inches into the natural undisturbed soil.
- ___ Building tie-down anchoring shall be provided a maximum of 6 feet on center or closer as required by designer. Tie down anchors shall be placed in close proximity of each pier. Anchoring method shall be provided with a minimum 5/8" "J-bolt" anchor with a minimum 7" wet set embedment only. Interior tie-down anchors shall be provided when building is greater than 50 feet.

OPTION 4 – Other approved design as required by professional registered architect/engineer meeting at least the minimum design criteria of previous options noted above.

Foundation drawing shall include the following:

- ___ Foundation types, locations, sizes, depths, shapes, thicknesses, and materials (piers, footings, slabs, etc);
- ___ Specifications for the type, mix ratio, and minimum compressive strength of concrete;
- ___ Reinforcing details, specified strength or grade, placement and sizes;
- ___ Imbedded anchoring locations, size and depth;
- ___ Slab layout for recesses, void, and other irregularities;

___ Framing/Building/Wall section plans

Framing/Building/Wall section plans shall include the following details:

- ___ Floor and roof framing plans (as applicable);
- ___ Structural members - Materials used, Sizes, and spacing;
- ___ Main Wind Force Resisting System- Sufficient detail provide to demonstrate that the structure has been designed to withstand the indicated design loads;
- ___ Locate lateral bracing, ties, clips, sheathing or other elements and materials used to reinforce or otherwise provide stability to the structure and provide continuous path for loads from roof to grade.
- ___ Anchorage details. Indicate types, locations, sizes and spacing;
- ___ Design loads must be included within the construction documents in a manner such that the design loads are clear for all parts of the structure. (see wind and gravity requirements above)
- ___ Wall sections of each bearing wall condition, interior and exterior, to indicate a continuous load path through the structure from the roof to the foundation at each condition;
- ___ Drawings should clearly indicate the components required to resist wind forces and to achieve the required "continuous load path" from roof peak to foundation anchorage.
- ___ Details and specifications to indicate that components and cladding are designed and installed to withstand the pressures determined in accordance with ASCE 7.
- ___ Structural members identified;
- ___ Materials provided;
- ___ Dimensions provided;

___ Light Frame (wood) construction – Plans required to signed/sealed by an architect or engineer with specific framing and bracing details when roof pitches exceed 12 on 12 or exterior wall heights exceed 10 feet between floor and ceiling plate heights.

___ **Building Code Data Page** *(not always required but will reduce plan review turnover time for large projects)*

___ This page summarizes designer's evaluation and compliance with key sections of IBC chapters 3, 4, 5, 6, 9, 10, 16 & 17.

___ **Life Safety Plan** *(not always required but will reduce plan review turnover time for large projects)*

___ Identify key features of the Means of Egress per IBC Chapter 10 as follows:

___ Indicate Design Occupant load per IBC Table 1004.1.2

___ Stair, corridor, aisle, and doorway widths in all occupancies: [IBC Section 1005]

___ Egress width per occupant served ≥ 0.3 for stairs and ≥ 0.2 for other components [IBC 1005]:

___ Indicate required and provided on plans.

___ Area of Refuge *(where applicable)* – 30 X 48 wheelchair space/200 occupants [IBC 1009.6]

___ Exit Access Travel Distance [IBC 1017]

___ Corridors [IBC 1020 and T1020.1]

___ Indicated number of Exits required and number provided [IBC 1006]

___ Exit Enclosures [IBC 1023] *(where applicable)*

___ Exit Passageways [IBC 1024] *(where applicable)*

___ Horizontal Exits [IBC 1026] *(where applicable)*

___ Exterior Exit Ramps and Stairways [IBC 1027] *(where applicable)*

___ Assembly exit requirements [IBC 1029] *(where applicable)*

___ Emergency Escape and Rescue [IBC 1030] *(where applicable)*

___ Type and locations of any required fire resistance rated or smoke rated

construction used in the project. If proposed project is not using prescriptive designs as allowed per IBC chapter 7, and identified as such, then applicant and/or designer shall identify the listed tested assemblies, from an approved testing agency, used to achieve the fire resistance rating of the proposed construction (UL, ETL, FM, GA, WP, WH, etc.) including joints in the assemblies.