



Building Plan Submittal Information

1. A building permit will be required for the proper and safe installation of all proposed equipment within the existing building.
2. Calculations and details from a licensed engineer are required for the proper anchorage of all equipment to the existing slab/ foundation, if applicable.
3. Complete details and specs of all equipment are required on the building plans.
4. All industrial equipment must show a UL or similar rating and an approved closed loop system. Provide manufacturer's specs for all proposed equipment to verify that such equipment is UL listed, or approved by another recognized agency.
5. Building plans shall indicate the existing use and occupancy classification of the portion of the building where the proposed equipment will be located.
6. If the proposed equipment results in an occupancy classification that is different than the current existing building occupancy classification, provide details to verify compliance with occupancy separation requirements of CBC Chapter 5.
7. Notes and/ or details regarding the building's fire sprinkler system shall be included on the building plans.
8. If solvents are to be used, information as to the type of solvent being used and the quantity being stored on site is required.
9. An electrical plan check will be required for the proper and safe installation of all proposed equipment within the existing building and connection to the building's power supply.
10. A mechanical permit will be required for the proper and safe installation of all proposed equipment within the existing building.
 - a. Mechanical plans shall show all ducting, intake, and exhaust discharge equipment.
 - b. Plans must clearly identify all exterior penetrations through exterior walls and/ or roof for mechanical exhaust and makeup air.
 - c. Distance from exterior exhaust locations to any openable building windows or doors must be shown on the mechanical plans.
 - d. Distance between all exterior exhaust locations and nearby property lines shall be shown on the mechanical plans.

A thorough building plan check, mechanical plan check, electrical plan check and plumbing plan check will be performed once complete plans are submitted for review. A complete set of plans includes all of the above information (Structural, Mechanical, Electric and Plumbing plans). Counter permit techs will do a preliminary check for completeness. If a complete set of plans is not submitted, your project will be returned and you will be asked to submit more information. Having a complete set of plans will ensure that your project is plan checked thoroughly and with less wasted time and expense.