

COMMERCIAL SUBMITTAL REQUIREMENTS/CHECKLIST



City of Philomath Building Permits

980 Applegate St / PO Box 400, Philomath OR 97370

Phone: (541) 929-6148

Fax: (541) 929-3044

www.ci.philomath.or.us

Email: buildingpermits@ci.philomath.or.us

Use the following checklists to ensure all necessary information has been provided. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be denied until all requirements are submitted. Check each box or mark N/A.

Forms required at submittal:

The following forms, documents, and plans are to be submitted when applicable for commercial projects:

- Completed Construction Permit Application.
- Completed Commercial Submittal Requirements Checklist (this form).
- Completed and signed Electrical, Mechanical, and Envelope COMCheck Forms as applicable.
Forms found at: <https://www.energycodes.gov/comcheck>.
- Completed and signed Special Inspection Agreement if applicable;
see Specific Requirements-Special Conditions item 2 of this form.
- Completed and signed Deferred Submittal Agreement if choosing to defer items required for review.
- Completed and signed Phased Construction Agreement if choosing to phase construction or occupancy.
- Suite layout if structure includes suites or if the site includes multiple buildings;
see Specific Requirements-Special Conditions item 11 of this form.
- Vicinity map.
- Asbestos survey and/or abatement report if any demolition will occur in conjunction with the renovation.

To view Oregon codes on line visit: http://www.cbs.state.or.us/external/bcd/programs/online_codes.html

STRUCTURAL DESIGN CRITERIA:

- **Snow Loads** (OSSC section 1608): 20 psf minimum roof snow load.
- **Wind Loads** (OSSC section 1609): Ultimate wind speed – Risk Category (Cat.) I - 100 mph, Cat. II - 110 mph, Cat. III & IV - 115 mph, Normal wind speed – Cat. I - 78 mph, Cat. II - 85 mph, Cat. III & IV - 90 mph, Exposure B or C
- **Earthquake Loads** (OSSC section 1613): Site Class D1
- Seismic Design Category D1.
- **Frost Protection** (OSSC sections 1809.5 & 1904.1), **Frost Depth**: 12 inches, **Frost Exposure**: Moderate

Site Plans (required for all projects including remodels):

- Property lines, adjacent street names, easement locations and types, north arrow, drawing scale, and lot area in square feet.
- All site related improvements including grading and erosion control (if ground disturbance is proposed).
- All existing and proposed structures on site with distances from property lines and other structures. (Clearly show that items installed as part of the permit do not extend beyond the boundary of the site).
- Utilities including gas lines, sewer lines, water lines, power lines, power poles, street lights, and water meters.
- Location, dimensions, and area (in square feet) of all existing and proposed paving.
- Landscaping, proposed and existing as required by land use review or Zoning Code for project, and erosion control plan (if any ground disturbance), Indicate any water ways & wet lands areas on property.
- Show existing and proposed finished grade based on spot elevations and two foot contours over entire site and extending five feet onto surrounding properties.
- Indicate all projections exceeding 24" from exterior walls including overhangs, awnings, etc.
- Any work shown in the public right-of-way shall be referenced to an Infrastructure or ROW permit and shall be shaded back to clearly indicate that scope of work is not included in current application. Ensure no "build notes" are included for those items shaded back.

- Parking lot layout with required spaces, including accessible and van accessible spaces. Show all accessible routes into the structure, throughout the site, to all structures, mailboxes, any facilities onsite and accessible route to the right of way.
- Indicate building surface coverage calculations-lot and footprint square footage and percentage of lot coverage.

Architectural/Construction Drawings – Minimum Requirements:

- **Any building resulting in the footprint of 4,000 square feet or greater OR with a ceiling height 20' or more to be designed by an Oregon Registered Design Professional, Engineer's or Architect's seal and signature. All change in occupancy permits are to be designed by an Oregon Registered Design Professional, Engineer's or Architect's seal and signature**

- **1. Cover Sheet**

Building Information:

- a) Complete code summary
- b) Specify model code information.
- c) Construction Type.
- d) Number of stories and total height in feet.
- e) Building Square footage (*per floor and total*).
- f) OSSC Occupancy Type (*show all types by floor and total*).
- g) Mixed-use ratio (*if applicable*).
- h) Occupant load calculation (*show for occupancy type and total*).
- i) List work to be performed under this permit.
- j) List Design professional, Architects, Structural Engineers, Owner, Developer, and any other Design Members.

- **2. Floor Plan**

- a) Specify use of each room and/or area.
- b) Include occupant load calculation for every floor, room, and or space.
- c) Identify all new, existing, and eliminated exits.
- d) Show maximum travel distance and all fire life safety requirements on egress plans.
- e) Show locations of all permanent rooms, walls, and shafts.
- f) Note uses of adjacent tenant spaces.
- g) Provide door and door hardware schedules.
- h) Identify location of all new walls, doors, windows, etc.
- i) Provide details and assembly numbers for any fire resistive assemblies.
- j) Indicate all rated walls, doors, windows, and penetrations.
- k) Provide a legend that distinguishes existing walls, walls to be removed, and new walls.
- l) Show location of appliances that can generate grease vapors.
- m) Identify fire alarm panel and remote annunciator(s).
- n) Include basement areas (*whether they are to be used for this project or not*).
- o) Show fire sprinkler riser rooms.
- p) Identify location of specialty suppression systems.
- q) Show accessible requirements, existing and proposed.

- **3. Reflected Ceiling Plan**

- a) Provide ceiling construction details.
- b) Show location of all emergency lighting and exit signage.
- c) Include lighting fixture schedule.

- **4. Framing Plan & Stair Details**

- a) Specify size, spacing, span, and wood species or metal gage for all stud walls.
- b) Indicate all wall, beam, and floor connections.
- c) Include stair section showing rise, run, landings, headroom, handrail, and guardrail dimensions.

- **5. Plumbing, Electrical, and Mechanical Plans**

- a) Plumbing, Electrical, and Mechanical Plans are to be included with plan submittal.

- **6. Storage Racks (*if applicable*)**

- a) Structural calculations required for seismic bracing of racks 8 feet or greater in height.
- b) Show the positive connection to floor and/or walls for racks 8 feet or less in height.

Specific Requirements - Special Conditions

1. Special Inspections

Any commercial project requiring special inspections by the design professional and/or by State code, is required to submit a complete Special Inspection and Testing Agreement before permit issuance

2. Medical Gas Plans

Show location of all piping, valves, vacuum pumps and compressors. Show size and type of all piping and fittings. Show location and type of all alarms and outlets. Show location and volume of all supply gas. Provide specifications of vacuum pumps and compressors and ventilation requirements for storage areas.

Will there be use of procedures that render a patient incapable of unassisted self-preservation?

Yes No

*Example may include the use of general anesthesia which could result in a patient becoming incapable of recognizing a fire emergency or of immediately leaving the building without assistance.

3. Subcontractor Applications

All mechanical, plumbing and electrical permits will require an application be completed by the sub-contractors before the total permit cost can be calculated and before the permit can be issued.

4. All Restaurants & Food Service Establishments (Including Small Deli Types) Require Grease Interceptors

Plans for grease interceptors must meet the requirements of Public Works Design Standards. Contact Philomath Public Works Department for specific submittal, easement and maintenance agreement requirements

5. Food-Related Activities

Any food- or beverage-related commercial activity will require licensing and inspection by either the Benton County Environmental Health Division or the Oregon Department of Agriculture's Food Safety Division. Plan review by one of these two agencies will also be required.

Food Service (i.e. restaurant, deli, café, coffee shop, brew pub, catering operation, mobile food vendor, etc.). Businesses of this type would contact Benton County Environmental Health Division at 541-766-6841.

Food or Beverage Processing, Manufacturing, Sales, Warehousing/Distribution (i.e. grocery store, convenience store, home-based food business, beverage production and/or sales; includes wine, non-alcoholic beverages, bottled water, brewery, etc.), food products warehouse, bakery, meat market, food processing (includes the manufacture and/or handling of any food product). Businesses of this type would contact Oregon Dept. of Agriculture Food Safety Division at 541-923-0754.

6. Potable Water

All commercial water services must have a backflow prevention assembly installed for premise isolation and initial or annual testing must be current and on file with the Public Works Department. Existing facilities which do not have a backflow prevention assembly installed, do not have the proper assembly type installed or do not have current testing on file will be required to resolve prior to final inspections of any permitted renovations as part of the permit approval conditions. Please see below for a list of uses which require specific assembly installations:

The Following Businesses Require Isolation by an Approved Air Gap or Reduced Pressure Principle Type Assembly:

Agricultural use, beverage bottling plants, auto wash, chemical manufacturing, commercial laundries and dry cleaners, film processing plants, food processing plants, laboratories, metal plating industries, mortuaries, petroleum processing or storage plants, wastewater lift and pumping stations and treatment plants, medical facilities including but not limited to hospitals, medical clinics, nursing homes, veterinary clinics, dental clinics & blood plasma centers,

Premises with any of the following conditions: Both reclaimed and potable water are used, Irrigation systems which use chemical additions directly into water system, Pressured piping is used to convey liquids other than potable water and the piping is installed in proximity to potable water supply, an auxiliary water supply is connected to potable water supply, Water is being treated by the addition of chemical or other additives.

7. Waste Water Pretreatment

Have you confirmed the industry which is being permitted is in compliance with Local, State and Federal regulations for discharge of waste water? It is the responsibility of the application to complete that confirmation.

For information or guidance in this matter, contact the City of Philomath Public Works Department at 541-929-3579 and/or refer to Philomath Municipal Code 13.20.130.

For a list of industries required to comply with pretreatment requirements visit <https://www.epa.gov/eg/industrial-effluent-guidelines>.

8. Public Pools and Spas

Any entity proposing the placement of a pool or spa for public use will require plan review, licensing and inspection by the Benton County Environmental Health Division. If a public pool or spa is proposed, contact Benton County Environmental Health Division at 541-766-6841.

9. Address

A valid physical address is required on the application. If the building includes suites or if there are multiple buildings on the site, the following information will be required with the Construction Permit Application. Provide 8 1/2" by 11" floor plan including suite number layout with any existing suite numbers in use and/or, if more than one building on lot, provide 8 1/2" by 11" site plan including any existing building identifiers. Floor plan must include all tenant spaces, including tenant business names.

Building does not have suites and site does not have multiple buildings

10. Drainage

Effective February 2015, drainage reports are required to be submitted with ALL commercial projects with the exception of interior only renovations. Drainage report shall be in compliance with the Philomath Public Works Design Standards.

Drainage report provided

Interior only renovation, exempt from drainage report requirement

** Additional fees may be charged for phased construction, deferred submittals and project revisions.

I do hereby certify that all information hereon is true and accurate and that I am responsible for submitting the applicable items to the appropriate departments.

Agent/Builder

or

Owner

Signature - Agent

Signature - Owner

Printed Name - Date

Printed Name - Date

What is your association to this project? (i.e.: business owner, general contractor, property owner, designer, etc.)
