



CITY OF BAKER CITY
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COMMERCIAL PLAN REVIEW SUBMITTAL CHECKLIST

DATE: _____ BUILDING PERMIT: _____ PROJECT NAME: _____
 APPLICANT: _____
 ADDRESS: _____

Minimal plan requirements

Four sets of plans and the following items are required for review:

	Y	NO	N/A
General information: Project name, design professional, architect and/or engineer name and phone, total square footage, structural design loads shown on plans (snow load, wind & exposure)			
Plot Plan			
• Show all proposed and existing buildings (location and Size)			
• Direction indicator (show north)			
• Easement location, public & private. All maintenance agreements for common areas.			
• Distances to property lines and buildings			
• Location of storm drains, sanitary sewer, water service connection and electrical service panel			
Foundation Plan			
• Elevation of footing and foundation details (including hold downs and their locations)			
Floor Plan			
• Show each floor and use of all rooms and other areas			
• If remodel/addition show existing floor plan			
Framing cross section & details			
• Show coverings for all surfaces (roofing, ceilings, interior, exterior and projections)			
Elevations			
• Show all sides of building & total height			
Roof Plan			
• Engineered trusses			
Electrical Plan			
• One line drawings			
Mechanical Plan			
• Show all heating, ventilation and AC equipment and location of each			
• Gas line schematic diagram W/ BTU requirements of each fixture (appliance)			
Plumbing Plan			
• Show riser diagram with all pipe sizes for DWV system and water system			
• Show back flow devices			
Drainage System			
• Show spot elevations to determine direction of runoff to storm sewer			
Landscape System			
• Include sprinkler and low voltage electrical			
Energy forms			

Other agency clearances:

- Department of Environmental Quality or local sanitary authority
- Local planning department: zoning, special land use.
- Site Utilities Review from Public Works
- Fire Department: for issues relating to potential access, fire hydrant locations and flow concerns.