

**CITY OF URBANA
BUILDING SAFETY DIVISION
PLAN REVIEW CHECKLIST FOR ALL COMMERCIAL AND MULTI-FAMILY RESIDENTIAL PROJECTS**

PROJECT ADDRESS: _____

Sealed plans must be submitted for ALL PROJECTS other than minor commercial remodeling involving no structural or life safety changes. (Reference the 2009 International Building Code Section 106).

Illinois State law requires that, as a minimum, all plans submitted for the construction of a new structure, addition, or major improvement be sealed by a Registered Architect or Structural Engineer. Building systems, electrical, plumbing, mechanical, etc. must be designed by one of the aforementioned individuals OR may be designed and sealed by a Professional Engineer.

Plans and specifications shall include all information necessary for review. Information beyond that listed below may be required by this office. The only items that should be checked as Not Applicable are those which will not be present in the completed building.

5 (FIVE) COMPLETE SETS OF SEALED PLANS AND SPECIFICATIONS MUST BE SUBMITTED.

PLACE A CHECK IN THE APPROPRIATE BOX; ALL BOXES MUST BE CHECKED
INCOMPLETE PLANS/APPLICATIONS WILL NOT BE PROCESSED.

ARCHITECTURAL

Submitted	N/A		Location on Plans/Comments
<input type="checkbox"/>	<input type="checkbox"/>	Foundation (should show) Details, Pier schedule, Assumed soil bearing, Concrete specifications, Footing dimensions, Reinforcement	
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans (should show) Seating plan (assembly use), Identify all fire rated walls, Label all spaces	
<input type="checkbox"/>	<input type="checkbox"/>	Framing Plans (should show) Design live loads, Type of framing, Size of structural members, Span of members, Truss bearing locations	
<input type="checkbox"/>	<input type="checkbox"/>	Elevations (should show) Height between floors, Materials to be used, Grade plane, Grade elevations, Window sizes/openings, Floor elevations, Building height	
<input type="checkbox"/>	<input type="checkbox"/>	Building Sections	
<input type="checkbox"/>	<input type="checkbox"/>	Stair Sections & Details (should show) Tread and riser dimensions, Width of stair, Details and dimensions of hand and guardrails	
<input type="checkbox"/>	<input type="checkbox"/>	Door, Window, Hardware, and Interior Finish Schedule	
<input type="checkbox"/>	<input type="checkbox"/>	Structural Loads (should show) Soil report, Uniform live loads, Roof loads (including snow), Wind loads, Footing design loads, Design/const. standards for each type of structural material	

ELECTRICAL

<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan (should show) Fixture locations, Electrical symbols key, Location of receptacles, Panel size & location, Wire size and type, Smoke detectors, Fire alarm devices, Site electrical and signs.	
<input type="checkbox"/>	<input type="checkbox"/>	Reflected Ceiling Plan (should show) Location of fixtures, Emergency & Exit Lighting	

<input type="checkbox"/>	<input type="checkbox"/>	Schematic (must show) Service & feeder/subpanel line diagram, Panel schedule	
<input type="checkbox"/>	<input type="checkbox"/>	Load Calculations	

PLUMBING

<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan (should show) Location of all fixtures, Handicap fixtures, Floor drains, Drinking fountains, Meter(s) location and size	
<input type="checkbox"/>	<input type="checkbox"/>	Riser Diagrams/Water DWV	
<input type="checkbox"/>	<input type="checkbox"/>	Materials/Fixture Schedule	

MECHANICAL

<input type="checkbox"/>	<input type="checkbox"/>	Floor/Reflected Ceiling Plan (should show) Location of equipment, Type of equipment, Rating &/or capacity, Gas piping sizes/locations, Air distribution system layout including: damper location, size & type of material, Location transfer grills, duct smoke detectors, Location/type of controls	
<input type="checkbox"/>	<input type="checkbox"/>	Calculations/Specifications (should show) Calculations for natural/mechanical ventilation air requirements, Combustion air (inside/outdoor) requirements	
<input type="checkbox"/>	<input type="checkbox"/>	Fireplaces	
<input type="checkbox"/>	<input type="checkbox"/>	Elevator Plan/Details	

FIRE PROTECTION SYSTEMS

<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler/Standpipe Plans (should show) Hazard classification, Water supply available, Flow location, Test valve, Hydraulic calculations, Riser details, Fire Dept. connections, Type of System ()water ()carbon dioxide, ()foam, ()dry chemical ()halogenated	
<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler Calculations	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm System (should show) Location of panel/devices, Cut sheets for devices, Transmission method, Supervising facility, UL listing numbers	

OTHER

<input type="checkbox"/>	<input type="checkbox"/>	Illinois Accessibility Code-Provide sufficient information on plans to verify compliance	
<input type="checkbox"/>	<input type="checkbox"/>	Illinois Energy Code Compliance Forms	

NOTES
