

# COMMERCIAL PROJECT SUBMISSION CHECKLIST

Please submit the following for each Commercial Project:

- 1) **SITE PLAN** – showing dimensioned location of building to all property lines and to all existing buildings on the property, as well as width of any street, access roadways or easements bordering the property.
- 2) **FOUNDATION** and basement plans and details.
- 3) **FLOOR PLANS** - Dimensioned for all floors.
- 4) **FIRE AND LIFE SAFETY PLAN** - showing graphically or by legend the location and rating of building elements such as area separation walls, smoke barriers, fire-resistive corridor walls, stair enclosures, shaft enclosures and horizontal exits.
- 5) **WALL ELEVATIONS** - of all exterior walls including adjacent ground elevation.
- 6) **SECTIONS** and details of walls, floors and roof, showing dimensions, materials.
- 7) **STRUCTURAL PLANS** and elevations showing size and location of all members, truss designs showing all connection details, stress calculations and loading.
- 8) **ELECTRICAL PLANS**, diagrams, details and grounding of service entrance and power or lighting information required for energy conservation.
- 9) **PLUMBING PLANS** showing location of fixtures, risers, drains, and piping isometrics.
- 10) **MECHANICAL PLANS** showing location and size of ductwork, equipment, fire dampers, smoke dampers and equipment schedules showing capacity.
- 11) **FIRE PROTECTION PLAN** (if required) showing type of system, location of sprinkler heads, standpipes, hose connections, fire pumps, riser and hanger details.

\*Some of these plan elements can be combined as long as the information is not confusing.

**St. Joseph County/South Bend Building Department – (574) 235-9554**

## PLAN SUBMISSION

The State of Indiana requires a State Plan Review based on qualifying parameters. Certain types of structures, detached structures 500 square feet or less, attached structures 300 square feet or less, plumbing work that does not exceed 5 fixtures, and projects with less than 100 linear feet of non load-bearing partitions, can usually be handles with just a local Plan Review.

We have County Plan Reviews on Wednesday mornings and City Plan Reviews on Thursday mornings. Please submit a digital copy of the plans in addition to a hard copy if possible. If you are required to submit to the State, please supply us with a complete set of prints “as submitted” to the State. The State requirements are as follows:

- 1) Site Plan – showing all setbacks, existing buildings, street widths and easements, septic and well or sewer and water lines location, landscaping, parking spaces with calculations, drainage plan with calculations.
- 2) Foundation and Basement Plans and details.
- 3) Floor Plans – dimensioned for each floor
- 4) Fire and Safety Plan – showing location and rating of all fire-related elements.
- 5) Exterior Walls – elevations and adjacent ground elevations
- 6) Sections and Details – walls, floors and roof, showing dimensions and materials.
- 7) Structural Plans – showing all details for size, location and engineering.
- 8) Room Finish Schedule – for walls, ceilings and floors
- 9) Door Schedule – showing material, size, thickness and fire rating.
- 10) Electrical Plans – showing details including grounding and lighting.
- 11) Plumbing Plans – showing location of fixtures, risers, drains and isometrics.
- 12) Mechanical Plans – showing location, size, capacity and any/all fire rating.
- 13) Fire Protection Plan – showing type, location of sprinklers and hose details.
- 14) Site lighting plan – photometric plan.

After our local plan Review, you will be contacted regarding the status of the review and any further requirements. Please provide an email address in addition to phone number. After the County Plan Review, the site plan will be forwarded to the St. Joseph County Engineering Department for their approval of the drainage plans. Once we have all of the information and approvals described in this document, we will issue a permit.

If you have any questions regarding this process, please feel free to contact us.

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