



COMMERCIAL NEW CONSTRUCTION PERMIT APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT WWW.MYGOVERNMENTONLINE.ORG

OFFICE USE ONLY

Permit No: _____	Date Requested: _____
Parcel #: _____	Council District / At Large: _____
Zoning District: _____	Historic District: Y / N Design Rev. Corridor: Y / N
Lot, Sq., Subdivision: _____	

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION (ALL owners must be listed and must sign)

Same as above? (circle one) **YES / NO** If **NO**, do you have a Letter of Authorization or signed Contract? **YES / NO**

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION

Business: _____ Name: _____

Mailing Address: _____ License #: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Address: _____

Subdivision: _____ Lot #: _____

Parcel # (required): _____ Property Size (square feet): _____

Applicant's Signature

Date



COMMERCIAL NEW CONSTRUCTION PERMIT APPLICATION

OFFICE USE ONLY

Permit No: _____

PROJECT DETAILS

1. Are there any structures currently on the property? (circle) **YES / NO**
If **YES**, are they to be demolished prior to construction? _____
2. Potable line water meter size requested: _____
3. Irrigation line water meter size requested: _____
4. Project Value: \$ _____ Gross Square Footage: _____

CONSTRUCTION SITE REQUIREMENTS

During construction the owner or contractor shall have the following on site:

- 1) A port-o-let for use by workers on the project.
- 2) A dumpster of suitable size to contain trash and waste material from the construction site in order to eliminate jobsite trash and materials from spilling or blowing over into surrounding properties. If the owner or contractor has two or more job sites adjacent to each other, one dumpster and port-o-let may be shared by said jobsites at the discretion of the parish building inspector.
- 3) The contractor or owner may, in lieu of a dumpster, erect a screened-in area or other trash retaining structure on-site so as to contain trash until proper disposal is possible.
- 4) The building permit placard shall be posted and shall remain visible from the roadway.
- 5) The approved set of plans must be on-site during the entirety of the construction project.

MUNICIPAL ADDRESS

St. John the Baptist Parish Code of Ordinances, Section 36-6. *Uniform Numbering System*

- a.) The residents and commercial establishments must place their municipal numbers as close as possible to the front entrance of their house, apartment, or business.
- b.) The numbers must be four inches or larger and a color that is easy to distinguish from the street.
- c.) The placing of numbers on a U.S. mail receptacle located some distance from the house or business will not meet the purpose or intent of these requirements.

NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.

NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.

Applicant's Signature

Date



COMMERCIAL NEW CONSTRUCTION PERMIT APPLICATION

OFFICE USE ONLY

Permit No: _____

SUBMITTAL REQUIREMENTS

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property, and lease (if applicable).
- Land survey.
- Detailed set of complete plans – one hard copy and digital copy, if available. Please contact South Central Planning for any building code review questions at 985-655-1070. Plans must include entire scope of work and detail including utility connections, site plan showing setbacks, landscaping, parking, etc. to verify compliance with Parish regulations.
- Office of State Fire Marshal approval for **life safety only** required. Contact (225) 925-4911 or submit online at sfm.dps.louisiana.gov.
- Signed and completed Wastewater User Application.
- Payment of Fees, payable by credit card, check or money order to: "St. John Parish Council".

AS NEEDED SUBMITTAL REQUIREMENTS

- Letter of No Objection from the Pontchartrain Levee District and/or Lafourche Basin Levee District, U.S. Army Corps of Engineers (MVNLeveePermits@usace.army.mil), and Office of Coastal Protection and Restoration (CPRArequests@la.gov) if work is within 1500' of the mainline Mississippi River levee, or if otherwise applicable.
Levee Districts: West bank – 225-265-7545/ East bank – 225-869-9721.
- Review and approval by the Floodplain Manager ONLY if in an AE or VE flood zone.
- Copy of Contractor's License.
- Utilities Inspection/Estimation Form (water/sewer taps).
- Health Department approval, if applicable call (985)444-5639.
- DOTD approval, if project is located on a state highway. Please contact (985) 375-0100 to determine applicability and submit plans.

FEE SUMMARY

1. Base	\$0.50/square foot (minimum of \$500.00)
2. Technology Fee	\$10.00
3. Zoning Inspection Fee	\$50.00
4. Wastewater Application Fee	\$100.00

NOTE: Additional permits and/or approvals may be required, such as sign permit, sewer/water taps, road crossing permit, demolition permit, DEQ permit, etc.

Applicant's Signature

Date



COMMERCIAL NEW CONSTRUCTION PERMIT APPLICATION

NEW COMMERCIAL CONSTRUCTION INSPECTION GUIDELINES

SERVICE	AGENCY	PHONE
Temporary Power Pole	South Central	985-655-1070
In-ground plumbing/site de-grassing	South Central	985-655-1070
Foundation (pre-pour)	South Central	985-655-1070
Submit Under Construction Elevation Certificate, signed & stamped by a licensed land surveyor, if in a flood zone	Planning & Zoning	Submit in person, online, or by email
Preliminary Zoning / 1st Inspection : setbacks met , port-o-let on-site, dumpster/trash retention on-site	Planning & Zoning	985-651-5565
ALL ABOVE REQUIREMENTS MUST BE MET AND APPROVED BY ST. JOHN THE BAPTIST PARISH PLANNING & ZONING DEPARTMENT <u>PRIOR</u> TO POURING THE FOUNDATION.		

SERVICE	AGENCY	PHONE
Electrical rough-in	South Central	985-655-1070
Plumbing top out	South Central	985-655-1070
Mechanical rough-in	South Central	985-655-1070
Framing	South Central	985-655-1070
Roof	South Central	985-655-1070
Insulation	South Central	985-655-1070
Final Electrical / Final Gas / Final Plumbing	South Central	985-655-1070
Attic Insulation	South Central	985-655-1070
Final Building (Certificate of Compliance)	South Central	985-655-1070
First sewer inspection: inspection of uncovered lines after connection to the public sewer system	South Central	985-655-1070
Second sewer inspection	South Central	985-655-1070
Finished Construction Elevation Certificate—signed & stamped by a licensed surveyor if in a flood zone	Planning & Zoning	Submit in person, online, or by email
Final Zoning / 2nd Inspection : port-o-let removed, debris removed, no damage to street/curb/ public area, driveway & sidewalk installed & approved	Planning & Zoning	985-651-5565

Applicant's Signature _____

Date _____



COMMERCIAL NEW CONSTRUCTION PERMIT APPLICATION

FLOOD ELEVATION ACKNOWLEDGEMENT

I, the undersigned, do hereby acknowledge that I have been advised that the proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I have been advised of the minimum elevation of this/these structure(s) as determined on the Flood Insurance Rate Map (FIRM). I further understand that ALL structures MUST be constructed at or above the required base flood elevation. This includes attached and detached structures, air conditioning units, water heaters, washing machines, and dryers.

In order to insure that all Floodplain Regulations are met I understand that I MUST submit to the Department of Planning & Zoning a Building Under Construction Elevation Certificate (Forms Elevation) **PRIOR** to pouring concrete foundation (slab on grade foundation) or **PRIOR** to vertical construction after placement of piers or columns (elevated pier foundation). FAILURE TO SUBMIT THE REQUIRED INFORMATION WILL RESULT IN A STOP WORK ORDER BEING PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL REQUIRED INFORMATION IS SUBMITTED TO THE DEPARTMENT OF PLANNING & ZONING AND APPROVED.

I also understand and acknowledge that a Finished Construction Elevation Certificate MUST be submitted to the Department of Planning & Zoning once the construction is complete, all machinery and/or equipment such as furnaces, hot water heaters, heat pumps, air conditioners, elevators and their associated equipment have been installed and the grading around the building is complete. A Certificate of Occupancy will not be issued until ALL required documentation is received and approved by the Department of Planning & Zoning.

Applicant's Signature

Date



COMMERCIAL NEW CONSTRUCTION PERMIT APPLICATION

COASTAL ZONE MANAGEMENT ACKNOWLEDGEMENT

In accordance with Louisiana Revised Statute 49:214.21 et seq., the State of Louisiana administers a Coastal Zone Management Program in order to protect, develop, and restore the resources of the state's coastal zone. Because the entirety of St. John the Baptist Parish lies within the state-defined coastal zone, any work that involves the placement of fill/slab, site clearance, dredging, or other related activity must be approved by issuance of or exemption from a Coastal Use Permit. Other activities regulated through a Coastal Use Permit include subdivisions, drainage facilities, and energy infrastructure.

In order to streamline the Coastal Use Permit determination process, applicants may submit a Joint Permit Application to determine if a proposed project requires a Coastal Use Permit or a United States Army Corps of Engineers 404 Permit. If you need any assistance filling out your Joint Permit Application, please contact the Louisiana Department of Natural Resources Office of Coastal Management at 225-342-0884. You can find the Joint Permit Application online at the following websites:

http://workflow.dnr.state.la.us/sundown/cart_prod/pkg_dnr_wf.initiate

<http://dnr.louisiana.gov>

ACKNOWLEDGEMENT

I, the undersigned, acknowledge that I have been advised of the State of Louisiana's Coastal Zone Management program and understand that a Coastal Use Permit and/or United States Army Corps of Engineers 404 Permit may be required for work within the state-defined Coastal Zone. Further, I understand and acknowledge that I am solely responsible for fines and penalties if my proposed project is found to be in violation of the State of Louisiana's Coastal Zone Management Program and Section 404 of the Federal Clean Water Act.

Applicant's Signature

Date



COMMERCIAL NEW CONSTRUCTION PERMIT APPLICATION

SEWER INSPECTION PROCESS & SPECIFICATIONS

PROCESS

First Inspection is required once connected to the public sewer system, but *before* covering the sewer lines. After the sewer line is inspected and backfilled, contact South Central for the Second Inspection.

Second Inspection is to verify the installation of the sewer box is level to the ground at final grade over the 4-inch check valve (box optional), 4-inch cleanout (box optional), and 6-inch cleanout (box required). The property must be to final grade when installed.

PLEASE CALL SOUTH CENTRAL AT 985-655-1070 TO SCHEDULE SEWER INSPECTIONS.

SPECIFICATIONS

The following specifications shall govern the materials and methods to be employed in the installation of residential or commercial sewers and their tie-in to the sewer system.

1. Intent:

It is the intent of these specifications to insure tight workable sewers that will minimize infiltration and involve a minimum of maintenance on the part of both the property owner and the Utilities Department.

2. Excavations:

All excavations shall be carried to a depth and grade for bedding the bottom of the pipe barrel on undisturbed soil. If the trench is inadvertently cut too deep or to improper grade at any point the bottom shall be brought to proper grade for bedding the pipe with clam shells or a mixture of equal parts of river sand and clam shells. No excavated material or any material other than specified above shall be placed in the trench below the pipe. The width of the excavation should in no case exceed 18" at an elevation 6" above the top of the pipe.

3. Pipe and fittings:

Must be in accordance with the Louisiana State Plumbing Code, 2013 edition. No building sewer shall be less than 4 inches in size.

4. Installation of Pipe:

4.1 Bedding:

The pipe shall be bedded either on the undisturbed soil of the trench bottom or a bedding composed of river sand or a mixture of equal parts of river sand and clam shells. The trench bottom or bedding shall be relieved in way of each ball or coupling so that all weight is uniformly supported by the full length of the pipe barrel. As the laying of the pipe progresses select material from the excavation shall be worked around the pipe up to the centerline taking care to maintain the pipe alignment and grade.

4.2 Laying and Jointing:

4.2-1 All pipe shall be laid true to line and grade in accordance with the La State Plumbing Code, 2013 edition.

4.2-2 All water shall be excluded from the trench during laying and jointing.

4.2-3 All changes in direction shall be made with "wye" and bend fittings providing a cleanout at each change of direction.

4.2-4 The use of cement mortar joints or joints using any rigid material is expressly prohibited. All joints shall be carefully made in strict accordance with the pipe manufacturer's instructions, taking special care to exclude all foreign material from the sealing surfaces and to fully seat each joint. If it is necessary to cut a length of pipe, the cut end shall be joined by a special adapter furnished by the pipe manufacturer for this express purpose. In connecting to pipe or joint of a different manufacturer, the connection shall be made by using an adapter supplied by that pipe manufacturer or as supplied by Fernco Joint Sealer Company or an approved equal and in all cases expressly designed by the manufacturer for the two pipes and joints involved.



COMMERCIAL NEW CONSTRUCTION PERMIT APPLICATION

SEWER INSPECTION PROCESS & SPECIFICATIONS

4.2-5 The actual connection to the sewer will be made through an increaser where required and a 6-inch “wye”. From the outlet of the “wye” a 6-inch cleanout will be extended to within 6” of the ground surface. The cleanout and extension will not be installed until after the line has passed the **FIRST INSPECTION** from South Central.

4.2-6 A 4 x 4 x 6 check valve must be installed within 3’ from the house.

4.2-7 A plastic or metal box must be placed over the 6-inch cleanout. The box must be plainly marked “sewer”.

5. Traps and Vents:

To eliminate a potential hazard, the property owner shall insure and certify as a condition to receiving permission to tie into the sewer that all fixtures and particularly those with concealed piping such as tubs, showers, and washing machines are properly trapped and vented prior to connection to the sewer system.

6. Roof and Area Drains:

The property owner shall insure and certify as a condition to receiving permission to tie into the sewer system that no roof drains, swimming pools or other non-sanitary features are or will be connected in the sewer system.

7. Septic Tanks:

To eliminate a potential hazard, the property owner will insure and certify as a condition to receiving permission to connect to the sewer system that all septic tanks within ninety days will be pumped out and filled with river sand.

8. Inspection and Test:

Prior to backfill, the property owner shall call South Central to schedule the **FIRST INSPECTION**. The inspector shall walk the pipe to ensure that each length is firmly bedded and undisturbed by his weight on any portion of the pipe. The inspector may, admit a 3” diameter wooden ball through the cleanout at the house to check for adequate slope and freedom from obstructions. Evidence of any significant infiltration, failure to freely pass the ball, cracked pipe or fitting, improper bedding, improper joints and/or any deviation from these specifications will be grounds for rejection and refusal of connection to the sewer system until all deficiencies are corrected.

9. Backfill:

After the FIRST INSPECTION has been approved, the property owner shall backfill with selected material from the excavation and install the boxes at final grade. Once this is complete, the property owner shall call South Central Utilities for the **SECOND INSPECTION**.

PLEASE NOTE THE FOLLOWING:

- Before backfilling, contact South Central to schedule the First Inspection.
- 6-inch clean out—45 degrees. (*must be able to open box and access cleanout*).
- No 90 degree from building connection to check valve—must be two 45 degrees.
- 6-inch clean out—plastic or metal box (box is required).
- 4-inch check valve—plastic or metal box (box is optional).
- Additional 4-inch clean outs—plastic or metal box (box is optional).
- Boxes must be plainly marker “sewer” or nothing marked on it.
- Boxes marked “water” will be rejected.
- Metal ring is required if in the driveway.
- Parish maintains 6-inch cleanout. Customer maintains 4-inch check valve and 4-inch cleanout.



South Central Regional Construction Code Council

5058 W. Main Street Houma, Louisiana 70360
P.O. Box 1870, Gray, Louisiana 70359
Toll Free at 1-866-95-PERMIT or (985) 655-1070

MyPermitNow.Org

New Commercial - Commercial Additions – Renovations Permit Plan Submittal Check List

Project Type: New Commercial or Commercial Addition

Applicable Building Codes:

- IBC 2021 International Building Code
- IPC 2021 International Plumbing Code
- IMC 2021 International Mechanical Code
- IFGC 2021 International Fuel Gas Code
- IEBC 2021 International Existing Building Code
- IECC 2021 International Energy Conservation Code
- NEC 2020 National Electrical Code
- LSUCC LAC 17:I.Chapter 1- Louisiana State Uniform Construction Code & Amendments (Formerly LAC55:VI.301.A)
- .

Provide the following items for plan review where applicable:

NOTE: For construction other than new commercial or additions (i.e. renovations), only those areas below describing the scope of work will be applicable.

Building and Planning information: *(Provide the following if not already indicated within the drawings)*

___ Proposed Occupancy use *(Provide brief description for use of building i.e. office, hair salon, restaurant, automotive shop, retail, storage etc.)*

___ Type Construction: *(Provide brief description of types of material used to construct building exterior shell and any interior partition walls)* check one: ___ All non-combustible materials (metal, masonry etc.)
or ___ Combustible materials (Wood framing and/or both wood and metal/steal, masonry etc.)

___ Gross square footage of each floor: New _____
Existing _____ *(if applicable)*

___ Storage occupancies – Please give brief description of types of items to be stored:

___ Hazardous Materials ___ No / ___ Yes

If yes then the following shall be required: A report shall be submitted to the building official identifying the maximum expected quantities of hazardous materials to be stored, used in a closed system and used in an open system, and sub-divided to separately address hazardous material classification categories based on IBC Tables 307.1(1) and Tables 307.1(2). The methods of protection from such hazards, including but not limited to control areas, fire protection systems and Group H occupancies shall be indicated in the report and on the construction documents. The opinion and report shall be prepared by a qualified person, firm or corporation approved by the building official.

___ Sprinkler system provided: ___ No / ___ Yes (if yes then this shall also be noted as such on plan documents)

___ Fire Alarm provided: ___ No / ___ Yes (if yes then this shall also be noted as such on plan documents)

Building Plans:

___ Site Plan

Site plan shall include:

___ Distances of the proposed building from interior property lines

(Note: All commercial building less than 10 feet from interior property lines will require at least a minimum 1 hour fire rated exterior wall and/or Eaves. Therefore, structure will need to be located a minimum of 10 feet from interior property lines or provide plans that will include correct exterior wall and/or eave fire rating. Plans shall include the listed tested assemblies, from an approved testing agency, used to achieve the fire resistance rating of the proposed construction (UL, ETL, FM, GA, WP, WH, etc.) including joints in the assemblies.)

___ Location/distances of existing building relative to new proposed building ON SAME LOT.

(Note: Site plans with existing buildings less than 20 feet from proposed new or addition shall include adjacent building square footages and occupancy use in order to determine compliance with IBC section 705.3.)

___ Floor Plan

Floor plans shall include the following:

___ Room names and/or uses;

___ Additions (if applicable): If permit is for building addition, then plan documents shall include portions of existing building square footages, names of rooms and/or uses. Plans for addition shall also include before and after floor plan layout of existing parts of building.

___ Door and Window locations & sizes; SEE WIND BORNE DEBRIS REGION requirements under “Elevation drawing” section.

___ Corridors – If building includes corridors and corridor serves occupant load greater than 30, as calculated per IBC without sprinklers, then corridor will be required to be protected 1 hour.

(Note: This general statement is for most occupancy groups. Stricter requirements apply to Hazardous and Institutional occupancy groups. [see IBC T1018.1]). Business groups calculated at rate of 1 occupant/100sf.

___ Type and locations of any required fire resistance rated or smoke rated construction used in the project shall be provided. If proposed project is not using prescriptive designs as allowed per IBC chapter 7, and identified as such, then applicant and/or designer shall identify the listed tested assemblies, from an approved testing agency, used to achieve the fire resistance rating of the proposed construction (UL, ETL, FM, GA, WP, WH, etc.) including joints in the assemblies.

Thursday, July 18, 2024

Applicant Plan Submittal Check List - Commercial New - Renov - Addition IBC 2021 Rev 7-18-2024.docx

Page 2 of 6

Elevation drawing

Elevation drawings shall include height of walls and ceilings

- Vertical distance from grade to the average height of the highest roof surface;
- Vertical distance from each floor to each ceiling plate height. (Conventional wood framing note: Wall heights between floor and ceiling plate greater than 10 feet required design/seal/signature by registered engineer.
- Opening locations;
- For 140 MPH (*V-ult*) wind zones and above, documents should clearly identify methods used for protection of openings in “Wind Borne Debris Regions” (140mph or greater).
 - Method provided to be indicated as either Large Missile Impact glazing or approved window covering complying with ASTM E 1996 and ASTM E 1886 or substituted with 7/16” wood structural panel with a maximum span of 8 feet. Panel shall be pre-cut to match the framing surrounding the opening containing the product with the glazed opening. Panels shall be predrilled as required for the anchorage method and shall be provided with the attachment hardware per IBC Table 1609.1.2 upon inspection. NOTE: 7/16 wood structural panel cannot substitute the required design load performance requirements (DP/HR rating). ALSO NOTE THAT GLAZING IN ROLL-UP/GARAGE DOORS CANNOT UTILIZE THE PLYWOOD SUBSTITUTION. WINDOWS AND DOORS, WITH GLAZING, GREATER THAN 4X8 ALSO CANNOT UTILIZE THE PLYWOOD SUBSTITUTION. THESE OPENINGS WILL BE REQUIRED TO BE PROVIDED WITH LARGE MISSILE IMPACT GLAZING OR AN APPROVED COVERING COMPLYING WITH ASTM E 1996 AND ASTM E 1886 were located in “Wind Borne Debris Regions”.

Electrical drawing

Electrical drawings shall include general lighting, emergency lighting, and outlet locations. Drawings may be diagrammatic only in nature for most projects. Professional design may be required for larger projects with complex electrical requirements.

Mechanical drawing

Mechanical plans (HVAC) shall include design by registered professional with seal & signatures OR design by Mechanical contractor with the HVAC ACCA Manual “NSD” load calculations (Manual JSD for light commercial). Plan shall include the following:

- Branch/Trunk line location/type/sizes/cfm’s
- Fresh air (O.A.) line location/type/size/cfm’s
- Equipment location/type/size
- Restroom Exhaust fan CFM’s
- Location of fire dampers (*where applicable*)
- Door and window openings to be at least 4% of floor area for natural ventilation where mechanical ventilation is not required.
- Commercial kitchen equipment/hoods (where applicable)
 - Hood Suppression system No / Yes

Plumbing Plan

Plumbing plans shall include:

- Size/location of all vents/drain lines
- Plumbing Riser and dimensioned plumbing layout diagram(s). (*Applicable for large complex systems*)
- Cleanout locations
- Grease traps or oil/water separators (*where applicable*)
- Floor drains with or without trap primers (*where applicable*)
- Identify all plumbing fixture types and location on plan
- Identify restrooms as male/female/unisex where required
- Location of drinking fountains

Thursday, July 18, 2024

Applicant Plan Submittal Check List - Commercial New - Renov - Addition IBC 2021 Rev 7-18-2024.docx

Page 3 of 6

___ Water heating equipment type/size

___ **Structural Plan**

Structural plans and/or architectural plans shall include the following:

___ Gravity and Wind design criteria

___ Floor live loads

___ Roof Live load

___ Basic windspeed in both *V-ult* and *V-asd* shall be indicated within construction documents

___ Wind Importance Factor

___ Risk Category

___ Wind Exposure Category

___ Soil Bearing Capacity (Engineered designs shall include vertical bearing pressure (also include Lateral with signs)

___ Metal Building Manufacturer's erection drawings (*where applicable*)

Note: Metal building manufacture's drawings maybe supplied after permit issuance prior to foundation pre-pour inspection provided you supply a "Design Load Certification Letter" from the manufacture within plan documents.

___ Foundation Plan

Foundations for Metal Buildings shall be designed/signed/sealed by registered engineer. All commercial buildings (site built or pre-fab) shall be supported on a permanent foundation system (i.e. poured concrete spread footings, pilings, monolithic slab etc.) Note: Maximum assumed soil bearing capacities for prescriptive designs is 1500psf. All raised building foundation systems greater than 36 inches shall be designed/signed/sealed by registered engineer.

Foundation drawing shall include the following:

___ Foundation types, locations, sizes, depths, shapes, thicknesses, and materials (piers, piles, footings, walls, slabs, etc);

___ Specifications for the type, mix ratio, and minimum compressive strength of concrete (where applicable)

___ Reinforcing details, specified strength or grade, placement and sizes;

___ Imbedded anchoring locations, size and depth;

___ Slab layout for recesses, void, and other irregularities;

___ Piling Foundation systems (where applicable): Plans shall include piling special inspection "Letter of Intent". The template letter can be downloaded from <https://www.scpdc.org/departments/building-codes/>

___ Foundations (Pier & Beam)

OPTION 1 - Monolithic poured concrete foundation as follows:

___ 6" reinforced slab

___ 12" X 12" turn down footings. NOTE: Footings only required at outer perimeter edges unless required elsewhere by registered design professional for additional interior pier support. Perimeter footings shall penetrate a minimum of 12 inches into the natural undisturbed soil. Footings shall have a minimum of (2) #5 rebar. Footings shall be a minimum of 12 inches within natural undisturbed soil.

___ Building tie-down anchors around perimeter edge within footings shall be provided a maximum of 6 feet on center or closer if required by designer. Tie down anchors shall be placed in close proximity of each pier. Anchoring method shall be provided with a minimum 5/8" "J-bolt" anchor with a minimum 7" wet set embedment. Interior tie-down anchors shall be provided when building is greater than 50 feet.

Thursday, July 18, 2024

Applicant Plan Submittal Check List - Commercial New - Renov - Addition IBC 2021 Rev 7-18-2024.docx

Page 4 of 6

OPTION 2 – Monolithic poured concrete foundation as follows:

- ___ 4” reinforced slab
- ___ 12” X 12” turn down footings around perimeter.
- ___ 12”w X 6” d interior spread footings below slab at all pier locations.
- ___ Building tie-down anchors around perimeter edge within footings shall be provided a maximum of 6 feet on center or closer if required by designer. Tie down anchors shall be placed in close proximity of each pier. Anchoring method shall be provided with a minimum 5/8” “J-bolt” anchor with a minimum 7” wet set embedment. Interior tie-down anchors shall be provided when building is greater than 50 feet.

OPTION 3 – Poured concrete spread footing foundation as follows:

- ___ 12” X 12” poured concrete spread footings to support all pier locations. All footings shall be connected and reinforced with a minimum (2) # 5 rebar. All footings shall be a minimum of 12 inches into the natural undisturbed soil.
- ___ Building tie-down anchoring shall be provided a maximum of 6 feet on center or closer as required by designer. Tie down anchors shall be placed in close proximity of each pier. Anchoring method shall be provided with a minimum 5/8” “J-bolt” anchor with a minimum 7” wet set embedment. Interior tie-down anchors shall be provided when building is greater than 50 feet.

OPTION 4 – Other approved design as required by professional registered architect/engineer meeting at least the minimum design criteria of previous options noted above.

Foundation drawing shall include the following:

- ___ Foundation types, locations, sizes, depths, shapes, thicknesses, and materials (piers, footings, slabs, etc);
- ___ Specifications for the type, mix ratio, and minimum compressive strength of concrete;
- ___ Reinforcing details, specified strength or grade, placement and sizes;
- ___ Imbedded anchoring locations, size and depth;
- ___ Slab layout for recesses, void, and other irregularities;

___ Framing/Building/Wall section plans

Framing/Building/Wall section plans shall include the following details:

- ___ Floor and roof framing plans (as applicable);
- ___ Structural members - Materials used, Sizes, and spacing;
- ___ Main Wind Force Resisting System- Sufficient detail provide to demonstrate that the structure has been designed to withstand the indicated design loads;
- ___ Locate lateral bracing, ties, clips, sheathing or other elements and materials used to reinforce or otherwise provide stability to the structure and provide continuous path for loads from roof to grade.
- ___ Anchorage details. Indicate types, locations, sizes and spacing;
- ___ Design loads must be included within the construction documents in a manner such that the design loads are clear for all parts of the structure. (see wind and gravity requirements above)
- ___ Wall sections of each bearing wall condition, interior and exterior, to indicate a continuous load path through the structure from the roof to the foundation at each condition;
- ___ Drawings should clearly indicate the components required to resist wind forces and to achieve the required “continuous load path” from roof peak to foundation anchorage.
- ___ Details and specifications to indicate that components and cladding are designed and installed to withstand the pressures determined in accordance with ASCE 7.
- ___ Structural members identified;

Thursday, July 18, 2024

Applicant Plan Submittal Check List - Commercial New - Renov - Addition IBC 2021 Rev 7-18-2024.docx

Page 5 of 6

- ___ Materials provided;
- ___ Dimensions provided;
- ___ Light Frame (wood) construction – Plans required to signed/sealed by an architect or engineer with specific framing and bracing details when roof pitches exceed 12 on 12 or exterior wall heights exceed 10 feet between floor and ceiling plate heights.

___ **Building Code Data Page** *(not always required but will reduce plan review turnover time for large projects)*

- ___ This page summarizes designer’s evaluation and compliance with key sections of IBC chapters 3, 4, 5, 6, 9, 10, 16 & 17.

___ **Commercial Energy Compliance Plan.** (Insulation type, R-values/windows/skylights/vestibules were required)

___ **Life Safety Plan** *(not always required but will reduce plan review turnover time for large projects)*

- ___ Identify key features of the Means of Egress per IBC Chapter 10 as follows:
 - ___ Indicate Design Occupant load per IBC Table 1004.1.
 - ___ Stair, corridor, aisle, and doorway widths in all occupancies: [IBC Section 1005]
 - ___ Egress width per occupant served [IBC 1005]:
 - ___ Indicate required and provided on plans.
 - ___ Area of Refuge *(where applicable)* [IBC 1009]
 - ___ Exit Access Travel Distance [IBC 1017]
 - ___ Corridors [IBC 1020]
 - ___ Indicated number of Exits required and number provided [IBC 1006]
 - ___ Exit Enclosures [IBC 1023] *(where applicable)*
 - ___ Exit Passageways [IBC 1024] *(where applicable)*
 - ___ Horizontal Exits [IBC 1026] *(where applicable)*
 - ___ Exterior Exit Ramps and Stairways [IBC 1027] *(where applicable)*
 - ___ Exit Discharge and Egress Courts [IBC 1028 & 1029] *(where applicable)*
 - ___ Assembly Exit Requirements [IBC 1030]
 - ___ Emergency Escape and Rescue [IBC 1031] *(where applicable)*
 - ___ Type and locations of any required fire resistance rated or smoke rated construction used in the project. If proposed project is not using prescriptive designs as allowed per IBC chapter 7, and identified as such, then applicant and/or designer shall Identify the listed tested assemblies, from an approved testing agency, used to achieve the fire resistance rating of the proposed construction (UL, ETL, FM, GA, WP, WH, etc.) including joints in the assemblies.