



## COMMERCIAL PROJECT PLAN REVIEW PROCESS

Complete construction documents, which contain all of the required information will speed the plan review process. The following checklist establishes minimum guidelines for submittal. A completed checklist and application is required with all construction documents submitted for review. Plans will only be considered for review when each applicable item on the checklist has been addressed.

All construction drawings will be reviewed by a private consultant hired by the City of Republic to review commercial projects. In addition, all plans will be reviewed by the Planning and Development Department, Fire Department and the Public Works Department for compliance with the city zoning code and the following building codes: The 2012 International Building Code, 2012 International Mechanical Code, 2012 International Plumbing Code, 2012 International Fuel Gas Code, 2011 National Electric Code, and the 2012 International Fire Code. In addition, all construction drawings are reviewed for accessibility requirements in accordance with IBC 2012, chapter 11 and ICC A117.1-2009 specifications.

Please ensure that you have provided the following information before submittal:

1. Address all applicable items on the checklist. Items that apply, but are not addressed, will slow the review process.
2. **All construction documents submitted for plan review shall include a completed checklist and application. Mark all applicable items that are addressed. Write N/A next to items that do not apply to the project.**
3. Ensure that the property is recognized by the City of Republic as a legal tract of land and is zoned for the proposed use.
4. Submit 5 sets of construction documents, 6 sets if the project requires both an architect and engineer reviews. If a separate specification booklet is part of the construction documents, 3 copies should be submitted. **For any project that serves food (i.e. restaurants, daycares, taverns, motels etc.) you must contact Greene County for food service requirements by contacting 864-1017. Note: You will be responsible for the submission of plans to Greene County Health Dept. for their review. Please ensure that you receive approval from the Greene County Health Dept. to avoid delays in permit issuance.**
5. Each page of all construction documents shall be signed, sealed and dated by a professional architect or engineer registered in the State of Missouri. Of the 5 sets, 2 should be "wet sealed" with an original seal and signature. The seal on each drawing must be appropriate to the professional discipline required to produce the drawing.

When construction documents have been accepted for review they will be routed to the necessary departments and the City's plan reviewer for comments concerning deficiencies or conflicts with City specifications and building codes. When comments are received from the various departments, the Planning Department will generate a comment letter, which will be forwarded to the project designer and the owner of the project. All comments in the review letter shall be addressed either in the form of addendum(s) or revised construction drawings. When all comments have been addressed, all departments have approved the plans, and all necessary plan review fees have been paid a building permit will be issued.

**Allow ten (10) working days for each review until process is complete. Review comments will be sent to the architect and owner for rebuttal/changes. Construction documents received after twelve o'clock (12:00) will be stamped as received the following business day.**

# Construction Documents Checklist for Commercial Plan Review

Please indicate compliance with a check mark or N/A if the item does not apply to your documents.

Project Name and Location: \_\_\_\_\_

## Site, Grading and Civil Plans:

- 1. Name of the project, use group and type of construction.
- 2. Name, address and phone number of owner or developer.
- 3. Each drawing must be signed, sealed and dated by a professional architect or engineer, registered in the State of Missouri.
- 4. North arrow.
- 5. Area locator map showing location within city limits.
- 6. Legal description of the existing tract of record, zoning of parcel and proposed address.
- 7. Setbacks and location of all easements including ingress, egress, sanitary sewer, storm water and utility.
- 8. Storm water drainage system.
- 9. Density (# of units per lot for residential uses or Floor Area Ratio).
- 10. Drawn to scale (preferably 1" = 20' or larger).
- 11. Establish USGS benchmark.
- 12. Finished floor elevation as related to the USGS benchmark.
- 13. Location and flow line elevation of footing drain discharge.
- 14. Site drainage, including contours, established elevations, benchmark and detention plan.
- 15. Location of utility poles and stormwater inlets (including pipe size) located in public right of way.
- 16. Location of existing structures and other features on site.
- 17. Street names and locations including right of way and centerline.
- 18. Location and elevation of 100-year floodplain and floodway and the location of any sinkholes if any exist within the project limits.
- 19. Location of proposed and existing signs.
- 20. Required landscaping screening and buffer yard.
- 21. Curb details with radius conforming to City standards.

## Landscaping and Site Development Plan(s):

The Landscape and Openspace Plan(s) may be prepared with the site or parking and circulation plan as long as clarity is maintained.

- 1. Location, general type and viability of existing vegetation, including trees to be preserved.

- 2. Location of all plant and other landscaping material including, but not limited to, materials such as earth berms, walls, fences, screens, sculptures, fountains, street furniture, lights, courts and paved areas.
- 3. Plant schedules with the botanical and common names, general description (i.e. canopy, understory, ornamental or evergreen, shrub, grass etc.)
- 4. The person, architect, firm or company responsible for the Landscape Plan.
- 5. A minimum scale of 1" = 50' (preferably larger).
- 6. Areas to be screened.
- 7. Required buffer yards.
- 8. Sight triangles and related landscaping.
- 9. Maintain minimum of 10% pervious surface.
- 10. Calculations for required parking and number of spaces provided, parking layout with full dimensions of parking spaces, circulation and location of accessible parking spaces and ramps.
- 11. On-site walkways.
- 12. Exterior door locations.
- 13. Freight access and circulation.
- 14. Existing and proposed access driveway locations and dimensions.

### **Site Utilities Plan:**

- 1. Location and size of existing and proposed utilities including electric, gas, sanitary sewer, waterlines, meters and service entrances.
- 2. Location of fire hydrant(s).
- 3. Connections for sprinkler systems.
- 4. Location of manholes and wyes. Include top of manhole and flow line elevation upstream and downstream.
- 6. Location and size of sampling manhole and grease interceptor.
- 7. Swimming pool drainage plan.
- 8. Quantity and type of industrial sewer discharge.

### **Building Plan(s) - 2012 International Building Code:**

The items listed below are the minimum requirements to begin review.

- 1. Height of structures.
- 2. Foundation plan and specifications per Chapter 18.
- 3. Floor plan including height and area requirements per Chapter 5.
- 4. Structural and/or framing plan including load design per Chapter 16.
- 5. Building elevations and sections.
- 6. Egress requirements per Chapter 10 including corridors, occupancy load, stairs, guards and handrails, window and door schedules.

- 7. Accessibility requirements per Chapter 11.
- 8. Special use requirements per Chapter 4.
- 9. Location and rating of portable fire extinguishers per Chapter 9.
- 10. Fire protection and alarm requirements per Chapter 9.
- 11. Metal building certification. Must include structural analysis calculations if designed to minimum code requirements.
- 12. Elevator plans and specifications.
- 13. Facade and sign plans and details.
- 14. Swimming pool details per Chapter 31 and ANSI/NSPI-1

### **Plumbing Plan(s) - 2012 International Plumbing Code:**

The items listed below are the minimum requirements to begin review.

- 1. Plan view and riser diagram showing method and size of supply, waste and vent per Chapters 6, 7 and 9. Clean out locations per Chapter 7.
- 2. Material schedule per Chapter 3,6,7,9,10.
- 3. Fixture schedule per Chapter 4.
- 4. Accessibility requirements per Chapter 4.
- 5. Drainage system for foundations and condensate.
- 6. Traps, interceptors and valves, including backwater per Chapter 10.
- 7. Flow rate, layout and pipe size for limited area sprinkler system.
- 8. Backflow preventers per Chapter 6.

### **Mechanical Plan(s) - 2012 International Mechanical Code:**

The items listed below are the minimum requirements to begin review.

- 1. Gas piping layout indicating size, distance to meter and loads.
- 2. Gas piping material, connection, valves and vented chases.
- 3. Appliance location and specifications of equipment.
- 4. Combustion air requirements per Chapter 7.
- 5. Air distribution system layout and specifications of ductwork.
- 6. Kitchen equipment including hood and duct system specifications per Chapter 5.

### **Electrical Plan(s) - 2011 National Electric Code:**

The items listed below are the minimum requirements to begin review.

- 1. Riser diagram including size of service entrance, voltage and phase, feeder and subfeed conductor size and ampacities, and number of conductors in each raceway.
- 2. Panel schedule including size, number of circuits, grounding conductor size.
- 3. Wiring method.
- 4. Legend of symbols.
- 5. Hazardous location, dust, fumes, explosives and vapors.

- 6. Exit and egress lighting with foot-candles and power source.
- 7. Ground fault circuit interrupters.
- 8. Fault current available at the transformer(s) and systems design.

### **Fire Suppression Plan(s)**

The items listed below are the minimum requirements to begin review.

- 1. Street name and layout including north arrow.
- 2. Riser diagram showing, as applicable: gate valves, standpipe, backflow preventer, check valves, fire department connection, elevations, main drain, and pipe material.
- 3. Fire service main burial depth, fire hydrants, material specifications, and signpost indicating valves.
- 4. Hazard design, density, remote area sprinkler specifications, hanger type and spacing.
- 5. Fire alarm interior, exterior and supervision.

### **Storm Water Calculations**

All construction drawings must contain storm water calculations. All civil plans must show new contours, if any, in order to verify direction of runoff from the site and the point of discharge. If no site work is to be done and existing flow paths will not be altered, it should be so noted on the plans. The following items must be included in the submittal:

- 1. Overall drainage basin map with sub-basins delineated and areas calculated.
- 2. Accurate construction drawings showing all structures and earthwork.
- 3. Provide "C" values used for onsite and offsite basins.
- 4. Detention volume from differential runoff method.
- 5. Pre-development rate for 1-year storm (entire drainage basin).
- 6. Post-development rate for 25-year storm (entire drainage basin).
- 7. Calculations to verify that the outlet structure shown on construction drawings will detain the calculated amount (from 4 above) of water at the crest of the overflow weir.
- 8. Calculations to verify the outlet structure can pass 25-year post development rate with 1 foot of freeboard.
- 9. The minimum allowable flow pipe is 12-inch diameter. In cases where flows must be constricted to less than the capacity of a 12-inch pipe, a v-notch or vertical wall weir is used with a minimum width of 4 inches.
- 10. Presentation of which Best Management Practices are used and how they are to be maintained.