

PLAN CHECKLIST

I. COVER SHEET

A. Working Drawings

Zoning Date

Zone

Required Front Yard

Required Side Yard

Required Rear Yard

Statistics

Parking

Site Area

Density

Area of Building(s)

Landscape Requirements

Structural Design Data

Soil Boring Log

Design Soil Bearing Pressure

Floor Live and Dead Loads

Roof Live and Dead Loads

Area of Building(s)

City Code Data

Classification of Occupancy

Occupancy, Either per Code or by Design

Type of Construction

Sprinklered

II. SITE DRAWINGS

A. PLOT PLAN/GRADING PLAN/LANDSCAPE PLAN

North is at the top or the left of the sheet.

1. Existing conditions
2. Bench marks
3. Locate new building and dimension same.
4. Finish floor elevations.
5. New walks - width, radii, etc.
6. New driveway - width, radii, etc.
7. New parking - dimension, number of cars. w standard handicap parking stall(s).
8. New sod/trees/shrubs on landscape plan.
9. New storm sewers
10. All utilities shown (gas, water, electricity, telephone, storm sewer, sanitary sewer).

PLAN CHECKLIST

11. Show all existing elevations and new elevations.
12. Easements
13. Property lines.
14. Dot in all buildings, etc., to be removed.
15. Show street names.
16. North arrow.
17. Scale
18. Legend: elevations, utilities, sod, concrete, building, etc.
19. Note: "All existing elevations, utilities, etc., are shown as reported to us and are therefore not guaranteed correct.
20. Site lighting
21. Signage, flagpoles, etc.
22. Curb/sidewalk/paving details

CHECKLIST FOR SITE PLANS

(This is a list of special "alerts" and is not intended to be a comprehensive list of all the items that should appear on a site plan).

1. _____ Always show firewalls on site plan
2. _____ Make sure building footings, area wells etc., clear sewer and other easements.
3. _____ Recheck setbacks from property line to meet zoning as follows:
 - Main Buildings
 - Access Buildings
 - Open Parking
 - Site Identification Signs and Lights
4. _____ Are curbs required on drives, per code.
5. _____ Width of drives, per code.
6. _____ Parking space size, per code.
7. _____ Landscaped buffer strips, per code.
8. _____ "On-Site" sidewalks; width, thickness, are sidewalks required in front of parking.
"Off-Site" perimeter sidewalks if required.
9. _____ Radius of drives at intersections, approaches of entry drives, per code.
10. _____ Show steps in sidewalks, handrails where required for safety.
11. _____ Extension of/or installation of culverts under entry drives at ditch lines.

PLAN CHECKLIST

12. _____ Exterior site lighting, show on site plan, verify if gas or electric, show which.
Zoning Height Requirements, Foot Candle Output (min./max.),
Lamp Type.
13. _____ Is surface drainage satisfactory or are storm sewers and /or storm sewer inlets
to prevent project drainage onto public streets where
prohibited by code required?
14. _____ Has developer made any promises, verbal or otherwise, during process of
rezoning, of any special improvements or restrictions?

III. ARCHITECTURAL DRAWINGS

A. BASEMENT PLAN

Coordinate North with civil drawings.

1. Exterior walls - dimensions
2. Wall thickness - interior and exterior.
3. Expansion joints noted.
4. Locate columns and partitions - dimensions.
 - column designations
 - letters across top
 - numbers on side
5. Dimension columns to center line.
6. Unexcavated portions marked.
7. Floor elevations marked.
8. Show flues. C.O. cleanouts marked on plumbing plan.
9. Location of boiler or furnace.
10. Direct exit from boiler room. Properly vented/Combustion Air.
11. Room for tube pulling in boiler space.
12. Floor drains.
13. Floor pitched to drain. Amount shown.
14. Electrical panel boxes.
15. All curbsings shown and dimensioned.
16. Floor recesses.
17. Control joints in slab.
18. Furring - type.
19. Sump pump location noted.
20. Elevator pit and drain - equipment room.
21. Stair locations - length of run, number of risers.
22. Chute locations.
23. Conveyor locations.
24. Exterior windows and doors.
25. Pipe trenches.

PLAN CHECKLIST

26. Numbers on all doors, windows, columns, rooms.
27. Footing drain tile.
28. Waterproofing noted.
29. Duct and riser openings shown dashed in floor above.
30. Areaways shown.
31. Pipe chases.
32. Section markings.
33. Direction arrow.
34. Titles and scale.

B. ALL FLOOR PLANS

1. Exterior wall dimension.
2. Wall thickness - exterior.
3. Partition and columns located, column designations.
4. Floor elevations marked.
5. Furring shown where required.
6. Floor drains.
7. Floor recesses dimensioned.
8. Plumbing fixtures located.
9. Elevator, dumbwaiter located.
10. Stair location - total run, number of risers.
11. Chute locations.
12. Exterior windows and doors.
13. All door swings shown.
14. Radiators shown if necessary.
15. Fireplace located.
16. Allowance made for frames in masonry openings.
17. Clothes rods and shelving in closets.
18. Saddles to doors marked.
19. Downspouts indicated and sized.
20. Pipe chases.
21. Access panels shown.
22. Belt courses and projections shown.
23. Millwork references.
24. Floor material transition.
25. Dimensions to columns.
26. Dimensions
 - building overall
 - columns
 - building off-sets
 - masonry or rough framing openings
 - interior dimensions to face of stud
27. Stationary equipment and/or furnishings.
28. Fin floor elevation 100'-0" and site designation.
29. Partition height walls noted.

PLAN CHECKLIST

30. All special cabinet work dimensioned.
31. Numbers for all doors, windows, rooms.
32. Axis lines, center lines drawn.
33. Overall dimensions check.
35. Section markings, interior elevation markings.
36. North arrow.
37. Titles and scale.
38. Wall types and plan notation.

C. ROOF PLAN

1. Parapet wall
2. Coping noted.
3. Show flue, vents, etc.
4. Show canopy with building outline dashed in.
5. Show towers.
6. Scuppers indicated.
7. Crickets and metal flashing all marked.
8. Scuttle openings indicated.
9. Ventilators shown.
10. Gutters and downspouts indicated - sized.
11. Skylights shown.
12. Gutter pitch indicated.
13. Expansion joints noted.
14. Pitch of roof shown.
15. Nature of roof deck indicated.
16. Elevation of high and low points on flat roofs.
17. Ridges and valleys marked.
18. Cant strips noted.
19. Direction arrow (slope).
20. Roof materials.
21. Title and scale.
22. Wall sections or detail section indications.
23. North arrow.
24. Roof and overflow drains.
25. Vents.
26. Roof top equipment.

D. EXTERIOR ELEVATIONS

1. Show new grade line.
2. Dot in basement floor and footings.
3. Dot stairs and landings if adjacent to exterior wall.
4. Dot in roof lines.
5. Show elevation of floors and roof.
6. Fix elevation of cornice or projections.
7. Show sill heights and setting elevations.

PLAN CHECKLIST

8. Exterior materials.
9. Bulkheads - size and material.
10. Coping - material and setting elevation.
11. Canopy.
12. All ramps, curbs, high and low points.
13. Signs.
14. Towers, flues - height indicated.
15. Stone trim indicated and marked.
16. Check vertical dimensions, - brick work.
17. Louvers shown - air intake/exhaust.
18. Awning box.
19. Dot in center line of columns and show designations.
20. Gutters and downspouts indicated.
21. Roof - material, slope.
22. Flashing - wall and roof.
23. Height of all railings, material and size.
24. Splash blocks shown.
25. Areaways shown.
26. Headroom shown under roof or gables.
27. Datum line indicated.
28. Title, scale, sections, and details indications.
29. Control joints.
30. Stairs.
31. Elevations of
 - top of footing
 - finish floors
 - sill heights
 - head heights
 - canopy/awning heights
 - top of structure
 - top of parapets
32. Wall hydrants.
33. Roof access ladder.
34. Termination of (interior) roof drains.
35. Exterior building lights.
36. Exterior building power, panels, and disconnects.

E. LONGITUDINAL AND TRANSVERSE SECTIONS

1. Exterior wall thickness and material
2. Basement floor - thickness, type.
3. First floor - thickness, type - etc., to roof.
4. Show all columns and pilasters with designations.
5. Center lines for columns, pilasters, trusses, etc.
6. Wainscot - height.
7. Interior doors, windows, etc.
8. Floor to floor dimension.

PLAN CHECKLIST

9. Elevation of all floors, ceilings, roof.
10. Dimension of each special condition checked.
11. Chutes and conveyors noted.
12. Stairs noted.
13. Ducts and risers.
14. Pipe chases - access panels or doors.
15. Roof - material, slope.
16. Parapet wall.
17. Flashing - roof, through wall.
18. Coping, cornice.
19. Gutter and downspouts size.
20. Grade at exterior walls.
21. Footings.
22. Drain tile - footing, underfloor.
23. Furring notes.
24. All beams, joists, trusses.
25. Elevator pit and penthouse.
26. Sump pump.
27. Ceilings attached, suspended, furred.
28. Cross bracing in joists indicated.
29. Note numbers of columns, beams, doors, etc.
30. Title and scale Reference any appropriate sections and/or details.
31. Note where section is taken.
32. Roof top equipment locations.

F. TYPICAL WALL SECTIONS

1. 3/4" (1-1/2) through each different condition. 3/8" for 3 or more floors.
2. Section from footing to parapet wall, continuous drawing.
3. Footing sizes (refer to footing schedule).
4. Wall thickness.
5. Basement floor slab thickness.
6. Waterproofing noted.
7. Drain tile shown.
8. Exterior and interior wall material.
9. All vertical dimensions shown.
10. Break and show plan at special conditions.
11. Additional floors - material, dimensions.
12. Floor connection to exterior wall.
13. All beams, joist, truss connections.
14. Ceiling types indicated.
15. Roof deck noted.
16. Sheathing.
17. Insulation.
18. Roofing material.
19. Flashing - roof, through wall.

PLAN CHECKLIST

20. Cant strip.
21. Parapet wall.
22. Coping.
23. Elevations - finish floor, window head, joist bearing, top of parapet, etc.
24. Mortar joint.
25. Lintels (refer to schedule).
26. Title and scale.
27. Masonry ties.
28. Reinforcing.
29. Special hangers and anchors.
30. Note where taken.

G. STAIRWAY PLAN

1. Scale - 3/4" to 1-1/2".
2. Number of treads and size (x treads @ n' = n'-mn").
3. Overall dimension - length and width.
4. Platform dimensions.
5. Handrails - material and type.
6. Dimension between handrails.
7. Newels - type, etc.
8. Note tread material.
9. Curb or base.
10. Precast tread - note size of slab.
11. Dot in risers.
12. Steel stair - note channel and angle sizes, tread and riser composition.
13. Radii - handrails, winders.
14. Locate stair from column center, etc.
15. Direction arrow.
16. Show elevation at landings.
17. Title and scale.

H. STAIRWAY SECTIONS

1. Same scale as plan above (4 or more floors - use 3/8" scale).
2. Floor to floor dimension.
3. Floor to platform dimension.
4. Elevations - top, bottom, landing.
5. Note height - risers, curb, handrail, newels, wainscot, etc.
6. Materials - wood, reinforced concrete, steel pan, etc.
7. Non-slip nosing.
8. Note materials on tread and riser.
9. Check head room!! Dimension where required
10. Note number of horses in wood stair.
11. Show connection to wall.
12. Treatment of soffit.
13. Walls under or around stairs.

PLAN CHECKLIST

14. Detail typical tread and riser - 3" scale.
15. Detail handrail - full scale if possible.
16. Details wall bracket.
17. Check all special conditions.
18. Locate stair.
19. Title and scale.
20. Number of risers & height (x risers @ n" = n'-n").
21. Coordinate structure with stair section - detail connections.
22. Dot in risers behind stringers beyond.

I. MISCELLANEOUS DETAILS

General

1. Fireplace
2. Louvers
3. Splash blocks
4. Scuttle
5. Entrance
6. Flashing
7. Areaways
8. Floor screed
9. Closet accessories
10. Ext. stone trim
11. Conductor head
12. Gutters and eaves
13. Access panels
14. Plate glass setting
15. Interior door lintels
16. Ceiling treatments
17. Toilet room elevations - access and partitions
18. Counters
19. Special construction

Millwork

1. D.H. and casement window frames (if custom made)
2. Exterior door frames
3. Cupboards, cases, bookshelves, etc.
4. Typical interior door trim (3")
5. Telephone cabinet
6. Wardrobes
7. Dressing tables
8. Wainscoting
9. Stair newels and balusters

PLAN CHECKLIST

Full Scale

1. Casing
2. Plinth
3. Stops
4. Hookstrip
5. Chair rail
6. Wainscot cap
7. Picture mold
8. Stair handrail
9. Inc. cornice or cove
10. Window stool and apron
11. Tread and riser
12. Base and shoe
13. Door sticking

Door Schedule

1. Mark
2. Masonry opening
3. Size (wood x height x thickness)
4. No. panels
5. Glass
 - a. size (inches)
 - b. kind
6. Sidelights (if any)
 - a. size (sash)
 - b. kind of glass
7. Transom (if any)
 - a. size (ft.-in.)
 - b. kind of glass
8. Door Material and Finish
9. Frame Material and Finish
10. Sill Detail #
11. Jamb Detail #
12. Head Detail #
13. Remarks

Window Schedule

1. Mark
2. Masonry opening
3. Type (Double Hung, Casement, etc.)
4. Sash (W.P., steel, etc.)
5. Glass
 - a. size (wood only)
 - b. kind

PLAN CHECKLIST

- c. no. its. (wood)
6. Cat. No. (steel only)
7. Transom (if any)
8. Remarks

Frame Schedule (Doors and Windows)

1. Frame Elevations
2. Glass Type
3. Dimensions
4. Mark

Room Finish Schedule

1. Room number
2. Room name
3. Sub-floor
4. Floor
 - a. material
 - b. finish
5. Walls (N,S,E,W)
 - a. material
 - b. finish
6. Ceiling
 - a. material
 - b. finish
 - c. height
7. Trim
 - a. material
 - b. finish
8. Base
 - a. material
 - b. finish
9. Wainscot
 - a. material
 - b. finish
10. Hookstrip
 - a. material
 - b. finish
11. Shelving
 - a. material
 - b. finish

General Check List - All Details

1. Do drawings give complete information?

PLAN CHECKLIST

2. Dimensions check with small scale drawings.
3. All materials hatched and/or noted.
4. Dimensions checked for accuracy and completeness.
5. Show elevations on all floors, landings, etc.
6. All reference lines noted.
7. Reference notes to specifications.
8. Points indicated where needed.
9. Corner beads shown where needed.
10. All anchors shown and sized.
11. Supplementary F.S. details needed.
12. Title, sub-title, and scale.

IV. STRUCTURAL DRAWINGS

A. FOOTING AND FOUNDATION PLAN

1. Dashed lines for footings, solid lines for foundation walls.
2. Column dimensions and designations - both ways.
3. Wall thickness.
4. All rough floor elevations and top of footing elevations at each change in elevation
5. Basement floor or slab-on-grade-thickness and reinforcement.
6. Pilasters - width and length.
7. Wall reinforcement for pilasters.
8. Footing under flue.
9. Footing under stair columns.
10. All columns numbered.
11. All pad footings marked for schedule.
12. All foundation wall sections marked on plan.
13. North arrow.
14. Title and scale.
15. Control joints in slab.
16. Recesses in slab.
17. Floor drains - show extent of slope.
18. Building overall.
19. Stoop information.
20. Top of foundation(s) noted at each elevation change.

B. FOOTING AND FOUNDATION WALL SECTIONS

1. Large scale (3/4") section through each wall condition - identified on plan.
2. Show wall thickness and height.
3. Show and note wall material.
4. Show steel size and location.
5. Show basement floor conditions and connection.
6. Show first floor conditions and connection.
7. Note expansion joints.

PLAN CHECKLIST

8. Show elevation - basement and first floor.
9. Drain tile - dickey skip-pipe.
10. Show new grade conditions at walls.
11. Title and scale.
12. Compressible filler and sealant if required.

C. FLOOR FRAMING PLANS

1. Exterior building walls.
2. Dimension overall four sides.
3. Dimension column centers both ways.
4. Number all columns.
5. Locate by dimension all opening in floor-stairs, dumbwaiters, chutes, elevators, vents, pipe chases duct openings.
6. Show all beams and joists under floor.
7. Mark all beams and joists for schedule. Dimension splice locations
8. Show conditions of bar steel at each opening in floor and show size and location.
9. Dimension all recessed floor areas.
10. Note slab thickness and deck.
11. Indicate direction, size, spacing, and location of steel in slab.
12. Note and check special bar conditions.
13. All bearing partitions shown - sized.
14. Wood construction - indicate joist size and spacing, beams noted for schedule.
15. Show all rough floor elevations.
16. North arrow.
17. Title and scale.
18. Note design data:
 - Footing designed to rest on soil capable of supporting _____lbs./sq. ft.
 - Floor slab live loads _____lbs./sq. ft.
 - Roof live load _____lbs./sq. ft
 - Concrete unit stress _____comp. strength psi.
 - Steel unit stress _____lbs./sq. in.

D. ROOF FRAMING PLAN

1. Exterior building wall dimension.
2. All trusses located and numbered.
3. X-braces - rod sizes.
4. Cooling tower framing.
5. all roof framing shown.
6. Roof deck material noted.
7. All openings located - flue, vents, stair heads, ventilators RTU's.
8. Special framing noted i.e. signs, canopies.
9. Elevator penthouse framing.
10. All columns numbered.
11. Check special truss conditions.

PLAN CHECKLIST

12. Mark detail sections on plan.
13. Direction arrow.
14. Title and scale.

E. STAIRWAY FRAMING PLAN

1. Plan shown at each floor.
2. Show elevations - top, bottom, landings.
3. Width and length of each platform.
4. Width of treads.
5. Number of treads.
6. Overall run of stairs.
7. Concrete stairs:
 - Show slab thickness and reinforcing
 - Note joists and beams for schedule
8. Wood stairs:
 - Show joist size and spacing
 - Note beams and flooring material.
9. Steel stairs:
 - Beams noted for schedule
 - Tread material
10. Section marks on plans.
11. Note where each plan taken.

12. Direction arrow.
13. Title and scale.

F. STAIRWAY SECTIONS - STRUCTURAL

1. Section from footing to roof.
2. Note each floor - basement, 1st, 2nd, etc.
3. Continuous vertical dimension from basement to roof noting each condition,
floor platform, roof parapet, wall, etc.
4. Tread size. x treads @ n" = n'-n"
5. Riser size. x risers @ n" = n'-n"
6. Batter in riser face.
7. Horizontal dimension across stairs.
8. Concrete stairs:
 - Thickness of stair slab.
 - Thickness of platform.
 - Reinforcement in slab and platform.
 - Beams and joists noted for schedule.
 - Connection to wall, beam, footing.
9. Wood stairs:
 - Size of horses.
 - Size and spacing of platform joists.

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- 10. Steel stairs:
 - Flooring on platform.
 - Stair anchor to floor.
 - Tread construction - precast, channel, grille
 - Connections - tread-string, string-beam, etc.
 - Platform construction
 - Beams and joists noted for schedule
- 11. Stair located by dimension.
- 12. Title and scale.

G. JOIST SCHEDULE

- 1. Mark
- 2. Span
- 3. Pan size
- 4. Ribs
 - a. width
 - b. steel
- 5. Slab
 - a. thickness
 - b. steel
- 6. Remarks

H. FOOTING SCHEDULE

- 1. Mark
- 2. Width
- 3. Thickness
- 4. Reinf.
- 5. Elev. bottom
- 6. Steel
- 7. Remarks

I. LINTELS (str. st.)

- 1. Mark
- 2. Span
- 3. Size
- 4. Length (Note bearing length)
- 5. Type
- 6. Remarks

J. BEAM OR LINTEL (conc.)

- 1. Mark
- 2. Span
- 3. Size (inches)

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4. Length (Note bearing length)
5. Steel
 - a. straight
 - b. bent
 - c. stirrups
 - d. comp. steel
6. Shelf angles
7. Remarks

K. COLUMN SCHEDULE (str. st.)

1. Mark
2. Size (i.e. 14" WF 320#)
3. Length
4. Cap
5. Base plate
6. Remarks

L. BEAMS (str. st.)

1. Mark
2. Span
3. Size (i.e. 10" WF 33#)
4. Length
5. Bearing plates
6. Anchor bolts
7. Remarks

M. COLUMNS (conc.)

1. Mark
2. Size (out-out)
3. Length
4. Steel
 - a. bars
 - b. spirals
 - c. ties
5. Remarks

V. MECHANICAL DRAWINGS

A. PLUMBING AND SANITATION

1. Mark and size all pipes - hot water, cold water, soil, waste, vent.
2. Show cleanouts for solid pipe. Check locations are appropriate.
3. All risers indicated.
4. Check all lines with structural parts.

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5. Standpipes - siamese connections.
6. Hose bibbs.
7. Hose cabinets - fire extinguisher.
8. Fittings - elbows, tees, valves, reducers, etc.
9. Floor drains.
10. Floor sinks.
11. Sprinkler system.
12. Sumps.
13. Cess pools - septic tanks.
14. Catch basins - dry wells.
15. Riser diagram.
16. Water heater (Note if expansion tank required).
17. Grease interceptors.
18. Circulation pump required for hot water?
19. Water softener. Note which lines are to be run on soft water.
20. Fixture schedule.
21. Load calculations.
22. Soft drink line chase.
23. North arrow.
24. Title and scale.
25. Symbol legend.

B. HEATING AND VENTILATING

Forced Air

1. Verify clearances of ducts/diffusers with structural elements, lights, ceiling, etc.
2. Furnace location - size and flue connection.
3. Main supply and return ducts - branches.
4. All risers indicated.
5. All ducts and risers sized.
6. Supply and return grille locations.
7. Sizes of all grilles.
8. Location of splitters - details of joints.
9. Angle bracing for large ducts.
10. Volume dampers.
11. Fire and smoke dampers.
12. Roof top units.
13. Exhaust and supply fans.
14. North arrow.
15. Title and scale.
16. Symbol legend.

Steam or Hot Water

1. Boiler location - size and flue connection.
2. Supply and return mains - branches.

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3. Direction of pitch of mains.
4. Fittings - elbows, tees, reducers, etc.

VI. ELECTRICAL DRAWINGS

1. Location of ceiling outlets.
2. Wall brackets - height from floor.
3. Base plugs, duplex plugs, floor plugs.
4. Power outlets.
5. Switches - two-way, three-way.
6. Panel boards.
7. Circuits - size and number.
8. Main feed line.
9. Meter box.
10. Ground connection.
11. Fire alarms, clock systems, inter-phones. (Note smoke detectors in RTU's of 2000cfm and larger.
12. Telephones.
13. Annunciator - push buttons.
14. Time clocks.
15. One line diagram(s).
16. Disconnects - switch gear.
17. Generators.
18. Power to site items.
19. Verification of underground/overhead service pad mounted or pole mounted XFMR.
20. Radio - ground and aerial. Coordinate special electrical items.
21. Floor buzzers.
22. Burglar alarm system.
23. Title and scale.
24. Make sure all mechanical items are wired with proper heaters, starters, disconnects, etc.
25. North arrow.
26. Symbol legend.
27. A.I.C. rating.
28. Load summary.
29. Lighting fixture schedule.
30. Emergency lights.
31. Exit lights.
32. Site lighting.
33. Site signage.
34. Drive thru detection loop.