

BUILDING CODE SUMMARY PLANS, NARRATIVE, AND CODE CHECK WORKSHEET

This handout describes Building Code Summary Plans and includes a Code Check Worksheet. Code Summary Plans are a vital reference for designers, plan reviewers, contractors, and inspectors, and are valuable for the design and review of separate Mechanical Permits and future alterations of a building. The Worksheet is a useful guide for designers to analyze a building design and demonstrate that it complies with the Building Code. Information from the Worksheet should be incorporated into the Building Code Summary.

##### BUILDING CODE SUMMARY PLANS (CHECKLIST):

Floor Plan of each level showing walls, stairs, doors with swing direction, windows, plumbing fixtures, etc. Drawings must be at a minimum scale of 1/16” = 1’-0” and must be clearly legible and in black and white.

* Label each room or area’s:
* Use (e.g. Office, Sales, Storage, Corridor, Exit Enclosure, Exit Passageway, etc.);
* Occupancy group classification;
* Floor area;
* Floor area per occupant;
* Occupant load.
* Graphically show locations and fire ratings of all fire-rated walls including:
	+ Exterior Walls,
	+ Exit Enclosures,
	+ Exit Passageways,
	+ Fire Area Separations,
	+ Occupancy Separations,
	+ Shafts,
	+ Horizontal Exits,
	+ Corridors, and
	+ Smoke Compartment
	+ Graphically identify and differentiate each wall type:
	+ Fire Walls,
	+ Fire Barriers,
	+ Fire Partitions,
	+ Smoke Partitions, or
	+ Smoke Barriers.
* Graphically show openings through floors including but not limited to:
	+ Elevators,
	+ Mechanical shafts,
	+ Other openings through floors.
* Provide information on illuminated egress path:
	+ Graphically show the illuminated egress path with required width,
	+ Indicate how backup power is supplied for illumination,
	+ Indicate the minimum light level across the required egress path at the floor level.
* Graphically show exit sign locations.
* For larger occupant loads, graphically show the minimum required exit widths and proposed exit capacities at doors and stairs.

Building Elevations and/or Building Sections illustrating the following conditions as applicable:

* Allowable openings based on Fire Separation Distance:
	+ - Exterior wall areas in square feet per story, and
		- Maximum allowable percentage and area of protected and unprotected openings per story
* Vertical fire wall locations and fire rating from foundation to the roof.
* Locations and fire ratings of horizontal floor-ceiling assemblies that separate different construction types.

##### BUILDING CODE SUMMARY NARRATIVE (CHECKLIST):

See Project Information pages below for specific requirements.

* Project name
* Scope of work
* Building code edition
* Date(s) of original building construction
* Use(s) and occupancy classification(s)
* Occupancy separation requirements – or nonseparated occupancies
* Number of stories
* Floor area per floor, total floor area
* Construction type(s)
* Fire sprinkler provided (yes/no), location, and type
* Fire alarm pull stations and notification provided (yes/no)
* Energy Code Analysis
* Number of standard and accessible parking spaces required/provided
* Number of plumbing fixtures required/provided
* Building code appeals with Date, ID #, and brief description of code requirement and alternate design approved

**CODE CHECK WORKSHEET:**

|  |
| --- |
| PROJECT NAME |
|  |

|  |
| --- |
| PROJECT DESCRIPTION |
| *(check each that apply)* |  | New construction |  | Addition |  | Alteration |  | Change of occupancy (from **\_\_\_\_** to **\_\_\_\_**) |
|  |

|  |
| --- |
| PROJECT ADDRESS *(if there is no address is currently assigned to the site, please provide the tax account number (r number))* |
| Street address |  |
| City, State, Zip |  |

|  |
| --- |
| PROJECT CONTACT |
| Name |  |
| Company |  |
| Street address |  |
| City, State, Zip |  |
| Phone |  |
| Email |  |

|  |
| --- |
| PROJECT OWNER OR TENANT |
| Name |  |
| Company |  |
| Street address |  |
| City, State, Zip |  |
| Phone |  |
| Email |  |

**CONSTRUCTION TYPE, HEIGHT, AND EXTERIOR WALL FIRE RESISTANCE REQUIREMENTS:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Special Provisions *(circle one if applicable)* | 510.2 | 510.3 | 510.4 | 510.5 | 510.6 | 510.7 | 510.8 |
| Construction type(s) *(602) (circle each that apply)* | IA | IB | IIA | IIB | IIIA | IIIB | IV | VA | VB |
| Building height *(503)* | Allowed: |  ft | stories | Proposed: | ft |  stories |
| Sprinklers used to increase stories *(504.2)* | YES | NO |  |

|  |  |  |
| --- | --- | --- |
| Fire Resistive Requirements based on Construction Type *(602.1)* | Rating Required | Rating Provided |
| Structural Frame |  |  |
| Bearing walls – exterior |  |  |
| Bearing walls – interior |  |  |
| Floor |  |  |
| Roof |  |  |
|  |  |  |
| Exterior Wall fire resistance based on fire separation distance *(602.1)* | Allowable Area of Openings per story *(705.8)* |
| Protected  | Unprotected  |
| Wall location | Distance to property line | Fire rating | Wall area | Area of openings proposed | Allowable % of wall area in openings | Proposed % of wall area in openings | Wall area | Area of openings proposed | Allowable % of wall area in openings | Proposed % of wall area in openings |
| North A |  |  |  |  |  |  |  |  |  |  |
| North B |  |  |  |  |  |  |  |  |  |  |
| East A |  |  |  |  |  |  |  |  |  |  |
| East B |  |  |  |  |  |  |  |  |  |  |
| South A |  |  |  |  |  |  |  |  |  |  |
| South B |  |  |  |  |  |  |  |  |  |  |
| West A |  |  |  |  |  |  |  |  |  |  |
| West B |  |  |  |  |  |  |  |  |  |  |

**ALLOWABLE AND PROPOSED BUILDING AREA AND INCREASES (503, 506, 509):**

(If the building is divided by a Fire Wall (503.1) or a Horizontal Assembly (510), provide a separate analysis for each area.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ALLOWABLE AREAS and AREA MODIFICATIONS | Occupancy( ) | Occupancy( ) | Occupancy( ) | Occupancy( ) |
| Tabular floor area for each occupancy (At) *(Table 503)*  |  |  |  |  |
| Frontage Increase (If )*(506.2)*If = (F/P - 0.25) X W/30F = Building perimeter fronting on public wayP = Perimeter of entire buildingW = Width of public way |  |  |  |  |
| Fire sprinkler system increase (Is) *(506.3)*Additional 200% for buildings with more than one story above grade plane or an additional 300% for buildings with not more than one story above grade plane.  |  |  |  |  |
| Area Modification, allowable area per story *(506.1)*Aa = At + ( At X If) + ( At X Is) |  |  |  |  |
| Total Allowable Building area: (Aa) X # of stories above grade plane as listed below *(506.4):*1. Buildings with two stories above grade plane, X 2;
2. Buildings with three or more stories above grade plane, X 3; and
3. No story shall exceed the allowable area per story (Aa) as determined in 506.1, for the occupancies on that story.
 |  |  |  |  |

**OCCUPANCY CLASSIFICATION (302):**

|  |
| --- |
| Use and Occupancy Classifications *(circle each that apply)* |
| A-1 | A-2 | A-3 | A-4 | A-5 | B | E | F-1 | F-2 | H-1 |
| H-2 | H-3 | H-4 | H-5 | I-1 | I-2 | I-3 | I-4 | M | R-1 |
| R-2 | R-3 | R-4 | S-1 | S-2 | U | SR-1 | SR-2 | SR-3 | SR-4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROPOSED AREAS PER OCCUPANCY | Occupancy( ) | Occupancy( ) | Occupancy( ) | Occupancy( ) |
| Basement |  |  |  |  |
| First Floor |  |  |  |  |
| Second Floor |  |  |  |  |
| Third Floor |  |  |  |  |
| Other floor(s) |  |  |  |  |
| Total Proposed Building Area  |  |

**MIXED OCCUPANCIES AND SEPARATIONS (508):**

|  |  |  |
| --- | --- | --- |
| Does building qualify for Nonseparated occupancies? *(508.3)* *(check one)* |  | Yes |
|  | No\* |
| Occupancy separation ratings required *(508.4)**(e.g. B to A-3 = 2 hr)* |  | to |  | = | **\_\_\_\_**hr |  | to  |  | = | **\_\_\_\_**hr |
|  | to |  | = | **\_\_\_\_**hr  |  | to |  | = | **\_\_\_\_**hr  |
|  | to |  | = | **\_\_\_\_**hr  |  | to |  | = | **\_\_\_\_**hr  |

##### *\* If there is more than one occupancy group on a floor, provide a “Sum of the Ratios” calculation per Section 508.4.2:*

(Aocc#1/Aa occ#1) + (Aocc#2/Aa occ#2) + (Aocc#3/Aa occ#3) + (Aocc#4/Aa occ#4) ≤ 1

**BUILDING FIRE SUPPRESSION, ALARM AND STANDPIPE SYSTEMS (Chapter 9):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Provided:YES / NO | Required / Optional*(list OSSC section(s))* | Type/Class/Areas of coverage: |
| Sprinkler system  | 13 | 13R | 13D |  |  |
| Fire alarm system  |  |  |  |
| Standpipe system  |  |  |  |

**ENERGY CODE (Chapter 13 of the Oregon Structural Specialty Code: 2021 Oregon Energy Efficiency Specialty Code – ASHRAE 90.1 -2019):**

|  |
| --- |
| AIR LEAKAGE MANDATORY PROVISIONS (ASHRAE 5.4.3) |
|  | Option or Exception Used |
| Continuous Air Barrier (ASHRAE 5.4.3.1) |  |
| Loading Dock Weather Seals (ASHRAE 5.4.3.2) |  |
| Vestibules and Revolving Doors (ASHRAE 5.4.3.3) |  |

|  |
| --- |
| METHOD OF ENERGY CODE ANALYSIS (check one) |
|  | Envelope Prescriptive Path Method (ASHRAE 5.5) - Simplified Building Method |
|  | Envelope Trade Off Method (ASHRAE 5.6) - Building Envelope Checklist |
|  | Energy Cost Budget Method (ASHRAE Section 11) - Computer Based Simulation and Compliance Form |
|  | Performance Rating Method (ASHRAE Appendix G) - Computer Based Simulation and Compliance Form |

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| --- |
| ENVELOPE COMPONENTS DESCRIPTION Unless using a Computer Based Simulation to meet the Energy Cost Budget (ECB) method found in Section 11 or the Performance Rating Method (PRM) found in Appendix G, component information must be provided in a Simplified Building Method Compliance Checklist (prescriptive path method) or in a Building Envelope COMcheck (trade-off method). For all envelope component submissions subdivide walls, windows, and doors based on the component R-value or U-value. * [Simplified Building Method Compliance Checklist](https://www.oregon.gov/bcd/codes-stand/Documents/oeesc-simple-building-envelope.pdf)
* [Building Envelope COMcheck](https://energycode.pnl.gov/COMcheckWeb/)

Note: Permit drawings must match the information provided in the Building Envelope COMcheck or in the Simplified Building Method Compliance Checklist. |

*Note:*

1. *Completed Oregon Energy Code Compliance Forms for Envelope are required at the time of building permit application.*
2. *Completed Oregon Energy Code Compliance Forms for HVAC are required at the time of mechanical permit application.*
3. *Daylighting Diagrams, a Lighting Fixture Control Narrative and Completed Oregon Energy Code Compliance Forms for Lighting Power must be submitted to the electrical inspector for review prior to installation of all lighting fixtures and lighting fixture controls.*

##### NUMBER OF Plumbing fixtureS (2902):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupancy or function | Occ. Load  | Drinking Fountains | Water closets | Lavatories  |
| Male | Female | Male | Female |
| Required | Provided | Required | Provided | Required | Provided | Required | Provided | Required | Provided |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Total number of fixtures  |  |  |  |  |  |  |  |  |  |  |

##### BUILDING CODE APPEALS (104.10):

List all approved Building Code Appeals for this project:

|  |  |  |  |
| --- | --- | --- | --- |
| Appeal ID# | Date | Code Section | Proposed Design *(summary of the resulting design)* |
|  |  |  |  |
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