



City of Portland, Oregon - Portland Permitting & Development

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | www.portland.gov/ppd

LIFE SAFETY – COMMERCIAL COMPLETENESS CHECKLIST

Commercial Building Permit

Date:

Applicant:		Phone:	
		E-Mail:	

PROJECT INFORMATION

Street Address:

Description of Work:

Note: Do not use this form for

- Select tenant improvements, see [Commercial Permit Application Requirements \(www.portland.gov/ppd/co-requirements\)](http://www.portland.gov/ppd/co-requirements).
- Solar installations, instead refer to [Structural Design Requirements for Solar Installations \(www.portland.gov/ppd/solar-structural\)](http://www.portland.gov/ppd/solar-structural).

Prior to Submittal:

It is the responsibility of the applicant to verify the completeness of the permit submittal. Please complete the columns on the left side of the checklist below (under the area noted, "Applicant to complete this section") prior to permit submittal.

- Every project is unique, and some items on the checklist below may not apply to your project. Information submitted will be checked for completeness after it has been submitted. This form will be returned to you with additional information if necessary.*
- The Life Safety Preliminary Check will only verify completeness. A complete Life Safety review will be performed once it is determined that a complete set of coordinated documents has been submitted.
- Section 107.2.1 of the Oregon Structural Specialty Code (OSSC) requires that, "construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official."
- It is the responsibility of the applicant to thoroughly research historic permit records to ensure information presented in the permit documents is accurate.
- If a preliminary life safety meeting has taken place, please note the life safety plans examiner's name:

For Life Safety Plans Examiner Use Only

Life Safety Plans Examiner:		Phone:	
		Email:	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Additional Information Required	Date:	

Applicant to complete this section			Code Section	Information Required	COP Staff	
NA	Prov'd	Sheet			Prov'd	Req'd
General Information (required on all projects)						
<input type="checkbox"/>	<input type="checkbox"/>	All	107.3.4, ORS 671, ORS 672	Registered design professional Work may be considered "exempt" from the requirement, when it meets the conditions listed below: <ul style="list-style-type: none"> <input type="checkbox"/> The erection, enlargement, or alteration of any building with a ground floor area of 4,000 square feet or less. <input type="checkbox"/> The erection, enlargement, or alteration of any building with a height of 20 feet or less, measured from the top surface of the lowest floor (including a basement) to the highest interior overhead finish. <input type="checkbox"/> An agricultural building (per ORS 455.315) or an accessory structure to this type of building. <input type="checkbox"/> Alterations or repairs do not involve the structural parts of the building. <input type="checkbox"/> Alterations do not involve the change of the occupancy classification of any part of the building. <input type="checkbox"/> The building official verifies that the work is not of a highly technical nature or there is no unreasonable potential risk to life and/or safety of the structure. 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	All	107.2.1	Drawings are legible and archivable <ul style="list-style-type: none"> <input type="checkbox"/> Minimum text size 3/32" <input type="checkbox"/> Drawings to scale, fully dimensioned and labeled <input type="checkbox"/> Line quality and contrast must be easy to read and dark enough to scan (black lines and lettering on white background, no color). <input type="checkbox"/> Copyright law protects the duplication of drawings without the owner's consent. Re-use of architectural drawings without a copyright release is prohibited. 	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan (required for all projects)						
<input type="checkbox"/>	<input type="checkbox"/>		107.2.5	Site Plan <ul style="list-style-type: none"> <input type="checkbox"/> Property lines and street names <input type="checkbox"/> Footprint of Building and other structures on the site with dimensions to property lines and other structures. <input type="checkbox"/> Property address <input type="checkbox"/> North arrow 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1003.5	Building finish floor and finish grade elevations	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		107.2.5	Easement types and locations (water, sewer, power, access, etc)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1106.1	Site and parking layout including accessible spaces, aisles, and accessible routes to entrances	<input type="checkbox"/>	<input type="checkbox"/>
Building Code Summary (required for all projects; these may be combined with the Architectural Drawings)						
<input type="checkbox"/>	<input type="checkbox"/>		101.1	Building code edition	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		107.2.1	Description of scope of work, including building location, tenant location, suite number and business name	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		602.1	Building construction type (IA, IB, IIA, etc)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		302.1	Occupancy classification(s) (A, B, M, etc)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		503.1	Building Height and Area analysis	<input type="checkbox"/>	<input type="checkbox"/>

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<input type="checkbox"/>	<input type="checkbox"/>		508.1	For projects with Mixed Uses: <input type="checkbox"/> Separated or Nonseparated use analysis <input type="checkbox"/> Sum of ratios calculation <input type="checkbox"/> Accessory occupancies	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		903.2 + 907.2 + 906.1	Fire protection systems and coverage, as required <input type="checkbox"/> Fire sprinkler type and extent of coverage <input type="checkbox"/> Fire alarm and smoke alarm coverage	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1003.1 1004.1	Building Floor Plan, Code Summary Plan <input type="checkbox"/> Each room's use, occupant load factor, and occupant load <input type="checkbox"/> Location of fire rated walls <input type="checkbox"/> Exit sign locations <input type="checkbox"/> Emergency egress lighting diagram (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1001.1	Means of egress system description and code requirements (such as exit access, exit, exit discharge, exit distance, travel distance, common path of travel, exit separation), including path of egress to the public right of way.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		701.1	Fire-resistance rated construction: <input type="checkbox"/> List the fire-resistance wall types (fire wall, fire barrier, etc) <input type="checkbox"/> Identify fire-resistant floor or roof assemblies <input type="checkbox"/> List the fire-resistance rating (1-hour, 2-hour, etc) and cross reference the tested assembly number. <input type="checkbox"/> Construction details for each type of assembly	<input type="checkbox"/>	<input type="checkbox"/>
For projects involving Existing Buildings (required)						
<input type="checkbox"/>	<input type="checkbox"/>		107.2.1	Existing floor plan reflecting last approved permitted layout	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		107.2.1	Full building floor plan of story being altered, showing location of work in the context of the overall building. <input type="checkbox"/> Clearly differentiate existing walls from proposed walls and walls to be removed (if applicable), with legend key	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		COP Title 24.85	If changing the occupant load from current maximum, provide a Seismic Upgrade trigger analysis <input type="checkbox"/> Occupancy chart establishing occupancy, occupant load, square footage based on legal occupancy as of October 1, 2004 versus the proposed current occupant load	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		3411.6	Barrier removal summary: itemized list of accessible improvements and costs for changes as a ratio of overall project (25% rule)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		IEBC 301.3	Existing building alteration compliance method proposed, if design is based on a method other than the Prescriptive Path.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		IEBC 506	For projects changing the Use or Occupancy: building code analysis of existing conditions compared to current code, identifying all deficiencies and how these are resolved.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1603.1	If structural systems are modified, provide structural framing plans and details sufficient to show continuity of fire rated elements	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		105.1	If mechanical systems are modified, provide mechanical drawings for reference with the building permit. A separate mechanical permit will be required.	<input type="checkbox"/>	<input type="checkbox"/>

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Architectural Drawings						
Plans (required for all projects)						
<input type="checkbox"/>	<input type="checkbox"/>		107.2.1	Floor plans showing proposed work: <input type="checkbox"/> Architectural features clearly shown and labeled – doors with swing direction, windows, stairs <input type="checkbox"/> Dimensions and labels <input type="checkbox"/> Reference call-outs for sections and details	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1016.3	Fixture and furniture layout as required for exiting purposes	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1008	Door information for affected doors: <input type="checkbox"/> Size <input type="checkbox"/> Hardware proposed (including lock function, closers) <input type="checkbox"/> Fire rating, as required (716.1) <input type="checkbox"/> Glazing, as applicable (2406.4)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		A117.1 401.1	Accessible maneuvering clearances at doors, fixtures and equipment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		2901.1	Plumbing fixtures: required and provided	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1501.1	Roof plan and details indicating roof material and construction, roof slope, roof drain location.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1009.16	Roof access, specifications, guards (as needed) and details	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Building Information (required for projects that affect the exterior of the building)						
<input type="checkbox"/>	<input type="checkbox"/>		1404.1	Finish materials	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		705.8	Wall opening locations and ratings as applicable. Calculate the maximum allowable openings per story based on fire separation distance.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		504.1	Building height from grade plane dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1301.1 + OEESC	Energy efficient design and construction details <input type="checkbox"/> ComCheck forms, included, or <input type="checkbox"/> Prescriptive components listed	<input type="checkbox"/>	<input type="checkbox"/>
Sections, Elevations and Details as needed to show code compliance of all changes proposed						
<input type="checkbox"/>	<input type="checkbox"/>		703.2	Enlarged details of new wall, floor and ceiling construction with attachment details	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1009.1, 1012.1, 1013.1	Stair construction details <input type="checkbox"/> Dimensions of rise, run and width of stairway <input type="checkbox"/> Connections details (handrail connection, guardrail connections, connections at top and bottom of stair) <input type="checkbox"/> Handrail locations with proper extensions and returns <input type="checkbox"/> Guard location where req'd with design meeting opening limitation requirements	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1203.1	Ventilation strategy and locations <input type="checkbox"/> Attic <input type="checkbox"/> Underfloor <input type="checkbox"/> Mechanical	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1207.1	Sound transmission details	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		1101.1	Accessibility Details	<input type="checkbox"/>	<input type="checkbox"/>

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For Life Safety Plans Examiner Use Only

Miscellaneous (as required for the scope of work)

Every project is unique. During the Life Safety Preliminary Review, the Plans Examiner may identify specific information that is required in order to perform a code review for your specific scope of work. The items identified will be required to be provided prior to complete review of the project.

Based on the plans submitted, the items listed below appear to be missing or not in conformance with the Oregon Structural Specialty Code (OSSC), International Existing Building Code (IEBC) as amended by OSSC chapter 34, ICC/ANSI A117.1 (ANSI), the Oregon Zero Energy Ready Commercial Code (Chapter 13 of the OSSC), City of Portland Title 24, and/or other City requirements.

Item #	Location on plans	Code Section	Clarification / Correction Required
1			
2			