|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIFE SAFETY** **COMPLETENESS CHECKLIST for LIMITED COMMERCIAL ALTERATIONS** | | | | | | |
| **Commercial Building Permit** | | | | **Date:** |  | |
| **Applicant Name:** | |  | | **Phone:** | |  |
| **E-Mail:** | |  |
|  |  |  | |  | |  |
| PROJECT INFORMATION | | | | | | |
| **Street Address:** | |  | | | | |
| **Description of Work:** | |  | | | | |
| **Applicable Project Submittal Requirements:**  *Every project is unique, and some items on this list may not apply to your project* | |  | Minor Interior Alteration (see [www.portland.gov/bds/documents/submittal-requirements-commercial-minor-interior-alterations](https://www.portland.gov/bds/documents/submittal-requirements-commercial-minor-interior-alterations)) | | | |
|  | Major Interior Alteration (see [www.portland.gov/bds/documents/submittal-guidelines-commercial-major-interior-alterations](https://www.portland.gov/bds/documents/submittal-guidelines-commercial-major-interior-alterations)) | | | |
|  | Exterior Alteration limited to same size replacement of doors/windows and building envelope. | | | |
| Note: Do not use this form for the following project types:   * New Construction or Additions to an existing building * Change of Occupancy or Use in an existing building   Instead, refer to [www.portland.gov/bds/documents/submittal-requirements-commercial-new-construction-additions-alterations-exterior](https://www.portland.gov/bds/documents/submittal-requirements-commercial-new-construction-additions-alterations-exterior) | | | | |

**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.

1. 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.
2. 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.”
3. It is the responsibility of the applicant to thoroughly research historic permit records to ensure information presented in the permit documents is accurate.
4. 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:* |  | | |
| *Accepted  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 for all projects*)** | | | | | | | | | | | | | | |
|  | | |  | **All** | | | 107.1,  ORS 671, ORS 672 | | | Registered design professional  Work may be considered “exempt” from this requirement when it meets all of these conditions:   * Alterations do not involve the structural parts of the building. * There is no change of occupancy or use. * 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. | | |  |  |
|  | | |  | All | | | 107.2.1 | | | Drawings are legible and archivable   * Minimum text size 3/32” * Drawings to scale, fully dimensioned and labeled * Line quality and contrast must be easy to read and dark enough to scan (black lines and lettering on white background, no color). * Copyright law protects the duplication of drawings without the owner’s consent. Re-use of architectural drawings without a copyright release is prohibited. | | |  |  |
| **Site Plan** **(*required for all projects*)** | | | | | | | | | | | | | | |
|  | | |  |  | | | 107.2.5 | | | Site Plan (Building Locator)   * Property lines and street names * Footprint of Building and other structures on the site * Property address * North arrow | | |  |  |
|  | | |  |  | | | 1106 | | | For buildings with existing on-site parking: parking layout including accessible spaces and aisles and accessible route to entrance | | |  |  |
| Building Code Summary (*required for all projects; these may be combined with the Architectural Drawings*) | | | | | | | | | | | | | | |
|  | | |  |  | | | 101.1 | | | Building code edition | | |  |  |
|  | | |  |  | | | 107.2.1 | | | Description of scope of work, including building location, tenant location, suite number and business name | | |  |  |
|  | | |  |  | | | 602.1 | | | Building construction type (IA, IB, IIA, etc) | | |  |  |
|  | | |  |  | | | 302.1 | | | Occupancy classification(s) (A, B, M, etc) | | |  |  |
|  | | |  |  | | | 508 | | | If mixed use, identify   * Separated or Nonseparated uses * Accessory occupancies | | |  |  |
|  | | |  |  | | | 903.2, 907.2 | | | Fire protection systems and coverage, as required   * Fire sprinkler type and extent of coverage * Fire alarm and smoke alarm coverage | | |  |  |
|  | | |  |  | | | COP  Title 24.85 | | | For projects changing the occupant load, provide a Seismic Upgrade trigger analysis   * Occupancy chart establishing occupancy, occupant load, square footage based on legal occupancy as of October 1, 2004 versus the proposed current occupant load | | |  |  |
|  | | |  |  | | | 1003.1  1004.1  1013 | | | Building Floor Plan, Code Summary Plan   * Full building floor plan of story being altered, showing location of work * Each room’s use, square footage, occupant load factor, and occupant load * Exit sign locations and emergency egress lighting | | |  |  |
|  | | |  |  | | | 701.1 | | | Fire-resistance rated construction:   * Show location of fire rated walls * List the fire-resistance wall types (fire wall, fire barrier, etc) * List the fire-resistance rating (1-hour, 2-hour, etc) | | |  |  |
|  | | |  |  | | | IEBC 305.7 | | | Barrier removal summary: itemized list of accessible improvements and costs for changes as a ratio of overall project (25% rule) | | |  |  |
|  | | |  |  | | | IEBC 301.3 | | | Existing building alteration compliance method proposed, if design is based on a method other than the Prescriptive Path per IEBC Chapter 5. | | |  |  |
| **Architectural Drawings** | | | | | | | | | | | | | | |
| Floor Plans (*required for all projects*) | | | | | | | | | | | | | | |
|  | | |  |  | | | 107.2.1 | | | Existing floor plan reflecting last approved permitted layout | | |  |  |
|  | | |  |  | | | 107.2.1 | | | Floor plans showing proposed work:   * Clearly differentiate existing walls from proposed walls and walls to be removed, with legend key * Architectural features clearly shown and labeled – doors with swing direction, windows, stairs * Dimensions | | |  |  |
|  | | |  |  | | | 1010 | | | Door information for affected doors:   * Size and hardware proposed (including lock function, closers) * Fire rating, as required (716.1) | | |  |  |
|  | | |  |  | | | A117.1 401.1 | | | Accessible maneuvering clearances at doors, fixtures and equipment | | |  |  |
|  | | |  |  | | | 2901.1 | | | Plumbing fixtures: number required and proposed | | |  |  |
|  | | |  |  | | | 107.2.1 | | | If mechanical systems are modified, provide mechanical drawings for reference with the building permit. | | |  |  |
| Sections, Elevations and Details (*as needed to show code compliance for all changes proposed)* | | | | | | | | | | | | | | |
|  | | |  | |  | | 107.2.1 | | | Enlarged details of new wall, floor and ceiling construction with attachment details | | |  |  |
|  | | |  | |  | | 1206 | | | Sound transmission details | | |  |  |
|  | | |  | |  | | 1101.1 | | | Accessibility Details | | |  |  |
|  | | |  | |  | | E103.2 | | | Energy Code compliance information for any altered assemblies that are part of the thermal envelope of building | | |  |  |
|  | | | | | | | | | | | | | | |
| *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** | | | | | |
|  | |  | | | |  | | |  | | | | | |
|  | |  | | | |  | | |  | | | | | |