



NEW COMMERCIAL SUBMITTAL REQUIREMENTS/CHECKLIST

CROOK COUNTY COMMUNITY DEVELOPMENT

300 NE 3RD Street, Room 12, Prineville, OR 97754

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Use the following checklists to ensure all necessary information has been provided. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be denied until all requirements are submitted. Check each applicable box.

STRUCTURAL DESIGN CRITERIA:

- Occupancy Type and Group.
- Snow Loads (OSSC section 1608): 25 psf minimum roof snow load, 36 psf ground snow load (less than 4,100 ft elevation)
- Wind Loads (OSSC section 1609): Ultimate wind speed- Risk Category (Cat.) I- 100 mph, Cat. II- 110 mph, Cat. III & IV-115 mph, Normal wind speed- Cat. 1-78 mph, Cat. II- 85 mph, Cat. III & IV - 90 mph, Exposure C
- Earthquake Loads (OSSC section 1613): Site Class D
- Seismic Design Category C, Seismic Design Category C is permitted for detached one- and two-family dwellings.
- Frost Protection (OSSC sections 1809.5 & 1904.1), Frost Depth: 18 inches , Frost Exposure: Severe

Architectural/Construction Drawings - Minimum Requirements:

Any building resulting in the footprint of 4,000 square feet or greater OR with a ceiling height 20' or more to be designed by an Oregon Registered Design Professional, Engineer's or Architect's seal and signature. All change in occupancy permits are to be designed by an Oregon Registered Design Professional, Engineer's or Architect's seal and signature.

1. Application

- Complete code summary
- Specify model code information
- Construction Type
- Number of stories and total height in feet
- Building Square footage (per floor and total)
- Occupancy Type (show all types by floor and total)
- Mixed-use ratio (if applicable)
- Occupant load calculation (show for occupancy type and total)
- List work to be performed under this permit. Description of scope.
- List Design professional, Architects, Structural Engineers, Owner, Developer, and any other Design Members.

2. Architectural Drawings

- Drawings to include a plan review, elevations and sections as required.
- Specify use of each room and/or area.
- Include occupant load calculation for every floor, room, and or space.
- Identify all new, existing, and eliminated exits.
- Show maximum travel distance and all fire life safety requirements on egress plans.
- Show locations of all permanent rooms, walls, and shafts.
- Include stair section showing rise, run, landings, headroom, handrail, and guardrail dimensions.
- Note uses of adjacent tenant spaces.
- Provide door and door hardware schedules.
- Identify location of all new walls, doors, windows, etc.
- Provide details and assembly numbers for any fire resistive assemblies.

- Indicate all rated walls, doors, windows, and penetrations.
- Provide a legend that distinguishes existing walls, walls to be removed, and new walls.
- Show location of appliances that can generate grease vapors.
- Identify fire alarm panel and remote annunciator(s).
- Include basement areas (whether they are to be used for this project or not).
- Show fire sprinkler riser rooms.
- Identify location of specialty suppression systems.
- Show accessible requirements, existing and proposed.

3. Reflected Ceiling Plan

- Provide ceiling construction details.
- Show location of all emergency lighting and exit signage.
- Include lighting fixture schedule.

4. Structural Drawings

- Prepared by a design professional.
- Type of materials to be used with size, spacing and connections.
- Specify size, spacing, span, and wood species or metal gage for all stud walls.
- Indicate all wall, beam, and floor connections.

5. Plumbing, Electrical, and Mechanical Plans

- Plumbing, Electrical, and Mechanical Applications and Plans are to be included with plan submittal.

6. Storage Racks (if applicable)

- Structural calculations required for seismic bracing of racks 8 feet or greater in height.
- Show the positive connection to floor and/or walls for racks 8 feet or less in height.

Specific Requirements - Special Conditions

1. Subcontractor Applications

All mechanical, plumbing and electrical permits will require an application be completed by the sub-contractors before the total permit cost can be calculated and before the permit can be issued.

2. Special Inspections

Any commercial project requiring special inspections by the design professional and/or by State code, is required to submit a complete Special Inspection and Testing Agreement before permit issuance

3. Medical Gas Plans

Show location of all piping, valves, vacuum pumps and compressors. Show size and type of all piping and fittings. Show location and type of all alarms and outlets. Show location and volume of all supply gas. Provide specifications of vacuum pumps and compressors and ventilation requirements for storage areas.

Will there be use of procedures that render a patient incapable of unassisted self-preservation? Yes No

"Example may include the use of general anesthesia which could result in a patient becoming incapable of recognizing a fire emergency or of immediately leaving the building without assistance.