

Department of Building and Zoning

Commercial Construction Submittal Checklist

CITIES OF ALTOONA, MITCHELLVILLE, AND BONDURANT

All plans provided must be scaled; clearly indicate the scope and location of work and details relating to work performed with demonstration that the proposed construction and/or modifications will conform to applicable code provisions. Complete plans are required to be submitted, reviewed, and approved prior to issuance of a building permit.

Construction documents shall be submitted in duplicate to the Department of Building and Zoning for review and approval prior to issuance of a permit as required per section 106.1 of the International Building Code. The construction documents shall be prepared by a licensed design professional in accordance with Iowa Code Sections 544A and 542B.

Fire protection plans (sprinkler systems, ANSUL systems, alarm systems) shall be submitted to indicate conformance with the adopted code and the construction documents and shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the appropriate NFPA standards. Two sets of documents shall be provided to the Department of Building and Zoning; one will be forwarded to the Fire Department for review and approval.

Based on the proposed work being performed the items listed below will need to be reflected on the submittal documents: **NEW CONSTRUCTION/ ADDITIONS/ CHANGE OF OCCUPANCY/ INTERIOR ALTERATIONS**

NOTE: Not all items listed below may pertain to scope of work involved; it is assumed all parties with interest in the submitted project are knowledgeable of code requirements.

Site Plan	All building locations shall be identified along with setbacks to all property lines, zoning setbacks, utility types and locations (mains and services), parking stalls including handicap parking and signage and striping details, exterior ramp and stair locations with details, sidewalks and approaches, topography information, storm water detention areas, distances between multiple buildings, site lighting, fire hydrant locations, trash enclosures and key box locations.
Code Analysis	A descriptive analysis of the proposed facility which includes allowable area, number of stories/height, type of construction, means of egress, occupant loads, accessibility, amount of required plumbing fixtures, location/type of fire resistance rated assemblies, and calculations indicating ventilation whether natural or mechanical. If alternations or remodeling scope of work and work areas shall be identified.
Building Elevations	Plan elevations showing building stories and floor to floor/roof height, projections, exterior wall finishes, parapets, and weatherproofing.
Floor Plans	Dimensions of total building and each space and room in which work is being performed, use of each room and adjacent rooms identified, locations of all doors, windows, partitions, means of egress components, plumbing and mechanical fixture locations, exit lighting and emergency lighting locations.
Roof Plans	Locations of any installed mechanical equipment, dimensions of roof, rooftop access, slope of roof, drain locations, roof membrane assemblies and roof fire classification.
Structural Plans/calculations	Plans detailing size of beams, columns, footings, foundations, reinforcing steel, floor framing, roof framing, framing and connection details, shear wall locations, wind bracing locations, fastener schedule, soil bearing requirements, and any required special inspections. Calculations shall indicate the applicable loads to be applied with the load path details, the analytical method used to determine building structural design, such information shall be certified by a licensed professional capable of performing such tasks based on Iowa Law.
Door/Glazing/Hardware Schedule	Size of all doors, and type of operating hardware including type of locking mechanisms to be used, thresholds shall be identified, fire resistance rating to any applicable. Size and location of all openings containing glazing with identification of safety glazing where applicable.
Interior Finishes	Types of material finishes to be installed, floor, ceiling, walls, etc. Fire classifications shall be identified for type of materials being used. Toilet/bathing facilities shall be have interior floor, wall and ceiling finishes indicated.
Mechanical/Electrical and Plumbing	Scaleable plans shall be provided with information containing equipment types (electrical panels, furnaces, boilers, transformers, refrigeration, etc), locations, size of gas lines, duct work sizes, electrical circuit sizes, plumbing waste and vent and water line sizes, grease traps and interceptors, grease hoods, and medical gas equipment, etc.
Accessibility	Details of all handicap accessible items such as plumbing fixtures, ramps, accessible routes interior and exterior, drinking fountains, service counters, cashier/check out lanes, seating, etc; based on the provisions of chapter 11 of the IBC and ANSI A117.1-03
Energy Provisions	Energy sheet analysis based on the provisions of the 2006 International Energy Conservation Code as well as Iowa Administrative Code 661-16.303.

Additional information may be required such as SWPP plans and COSESCO permits and special inspection agreements. Any questions may be directed to 515-967-5138 or at www.altoona-iowa.com. Please visit our website for any additional information such as handouts, permit applications, ordinances, and code adoptions.