



## Commercial Plan Review Checklist

This list identifies some of the basic information that must be contained in the construction drawings for commercial building construction. This list is not inclusive of all building codes. It is meant to be used as a general guide for plan review. Some items may not apply or additional information may be required depending on the complexity of each project as determined by plan review or building inspection. Special inspections conducted by independent engineering services shall be certified. Original copies of all reports shall be submitted to the building department. Plans shall include all necessary notes detailing the entire project scope as it may pertain to each trade professional.

### General

- 5 sets of stamped, sealed construction documents shall be submitted for application
- Drawings shall be submitted on a minimum of 24" x 36" sheet paper
- Each sheet shall bear the original signature, seal and date of the State Licensed Architect or
- Engineer responsible for the design
- Plans shall be design in accordance with the following codes:
  - 1. 2015 International Building Code
  - 2. 2015 Northwest Illinois Regional Building Code
  - 3. City of Belvidere Zoning Ordinance
  - 4. 2015 International Fire Code
  - 5. 2015 International Energy Efficiency Code
  - 6. 2014 Illinois Plumbing Code
  - 7. 2014 National Electrical Code
  - 8. 2015 International Fuel Gas Code
  - 9. 2015 International Mechanical Code
  - 10. 1997 Illinois Accessibility Code
  - 11. ADAAG
  - 12. City of Belvidere Subdivision Ordinance

## Construction Drawings

- Key Plan identifying the location of the proposed work and in relation to the occupants means of egress
- Site Plan identifying property lines, building location, setbacks, parking, lighting/photo metrics, and
- tree preservation/landscaping plan, lot coverage, building elevations, mechanical screening, etc.
- Use and occupancy classification, indicate the use of all rooms and spaces
- Illustration of paths of travel with travel distance
- Construction classification
- Height & area calculations including open perimeter
- Occupant load and method used to determine means of egress requirements including exit signs and emergency lighting
- Square footage total area of building or tenant space
- Automatic Fire Protections Systems, fire alarm, suppression type.
  - Provide shop drawings
  - Separate permits are required for suppression and alarm systems
- Foundation plan
- Demolition plan indicating existing layout and existing occupancy use
- Floor plan with full dimensions of all rooms and spaces including stairs, aisles, passageways, corridors, and areas around counters, and fixtures
- Provide section details of floors, walls, and roof assemblies identifying construction materials with dimensions
- Location and hourly rating of all fire walls, fire doors, and any other fire rated assembly
- Provide room finish schedule with flame spread index and smoke development specifications for all materials
- Provide door, window, and hardware schedules
- Provide fixture/ceiling plan
- Provide reflective ceiling plan
- Stairway section details with construction materials, guardrail, and handrail details
- Type and thickness of safety glazing where required
- Structural plan identifying all construction materials, design loads, and other information pertinent to the structural design (i.e. live and dead loads for floors, roof, snow, wind, earthquake, combination loads, etc.
- Concrete, masonry, steel, and wood design standards
- Accessibility plans with details of the accessible route from the accessible parking to the accessible entrances
  - Provide dimensions, slopes, accessible routes for interior/exterior, and toilet facilities
- Demonstrate compliance with the 2015 Energy Code via Comchecks or another approved method

## Electrical Plan

- Provide electrical layout
- Service layout
- Riser diagram
- Circuitry
- Panel schedule and loads
- Fire and smoke alarm info/locations
- Exit and emergency lighting
- Reflected ceiling plan
- Available fault current at the service point
- Fixture schedule

## Plumbing Plan

- Plumbing layout
- Water service/water meter information and location
- Water line size
- Back flow prevention
- Sanitary and venting layout
- Drainage calculations (if new building or addition) illustrating that facility can handle additional runoff

## Mechanical Plan

- Distribution plan
- Unit sizes
- Illustration of RTU locations and setback distances
- Duct layout and sizes
- Diffuser locations
- Gas meter location and line size
- Provide air balance with fresh air calculations
- Exhaust system size and outlet locations
- Duct smoke detector (where required) with location of units and enunciators
- Provide gas line routing

*If you have any questions or concerns, please feel free to contact the City of Belvidere  
Department of Community Development (815)547-7177*