

ARCHITECTURAL PLAN REVIEW CHECKLIST

GENERAL COMMERCIAL (Cont'd)

Code Requirements	Code section	Req'd
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The intent of this checklist is to provide a general guideline for the architectural plan review. This checklist may not include items related to all possible projects. This checklist may include more items than specific set of architectural plans may encompass. For accessibility requirements see separate checklist.

Referenced Codes:

- 2013 California Building Code (CBC)
- 2013 California Plumbing Code (CPC)
- 2014 Milpitas Municipal Code (MMC)

* Code section referenced is CBC unless noted otherwise.

	Code Requirements	Code section	Req'd
	A. GENERAL		
	Application		
1.	Applicable codes shall be 2013 California Building Code (CBC), 2013 California Mechanical Code (CMC), 2013 California Electrical Code (CEC), 2013 California Plumbing Code (CPC), 2013 California Energy Code (CEnC), 2013 California Green Building Standards (CalGreen) and 2014 Milpitas Municipal Code (MMC).		
2.	Engineer or Architect licensed in the State of California shall prepare the plans. The final 2 sets of structural design calculations and plans shall be wet signed and stamped prior to building permit issuance. Plans for elements of the structure designed by others must be reviewed and signed by the Engineer or Architect of record. [California Business and Professional Code 5536.1, 6735]		
3.	Applicant shall apply for new building addresses prior to submitting for building permit.		
4.	Permit application for the demolition of any structure at the site shall be submitted and approved either prior to building permit issuance or as a part of the building permit application. It is highly recommended that demolition permit application be submitted as soon as possible in order to avoid any delays in building permit issuance. Deferred submittal items shall be listed on the Title sheet of the permit set of plans and shall be submitted to the Building and Safety Department for review and approval to Building and Safety Department prior to installation. Submittal documents for deferred submittal items shall be reviewed by the Architect or Engineer of record with a notation indicating that the deferred submittal documents have been reviewed and in general conformance with the design of the building.		
	Submittal Plan Requirements		
5.	Show finish floor elevations, elevations of finish grade adjacent to buildings, established street grades, drainage patterns and locations and gradients of cut or fill slopes.		
6.	Finish grade around the structure/addition shall slope away from the foundation at a minimum of 5% for a minimum distance of 10 feet. Include a note on the site plan or show on a foundation detail.	1804.3	
7.	On graded sites, the top of any exterior foundation detail shall extend above the elevation of the street gutter at point of discharge at the inlet of an approved drainage device a minimum 12 inches plus 2%. Provide elevations on the site plan to show compliance.	1808.7.4	
8.	Provide a statement on the title sheet of the plans that this project shall comply with 2013 CBC, CMC, CPC, CEC, CEnC, CalGreen and 2014 MMC.		
9.	Plans shall be quality blue or black ink line drawings with uniform light background color 22"X17" minimum in size.		
10.	Provide a separate existing and proposed floor plan for all altered areas within an existing building. Plans shall be dimensioned or scaled.		

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B. BUILDING ANALYSIS			
Chapter 3 - Use and Occupancy Classification			
11.	Structures or portions of structures shall be classified with respect to occupancy in one or more of the occupancy groups. Specify proposed occupancy classification.	302.1	
12.	A room or space that is intended to be occupied at different times for different purposes shall comply with all of the requirements that are applicable to each of the purposes for which the room or space will be occupied.	302.1	
13.	Specify the existing and proposed use of all rooms and areas.	302.1	
Chapter 5 - General Building Heights and Areas			
14.	Perform an analysis to verify that the maximum building area and height, occupancy and type of construction are in compliance with Table 503, Sec. 504 & 506. Mixed use and occupancies shall comply with sec.508. The analysis shall be performed for each floor and for the building as a whole.		
15.	Clearly show the maximum building height based on the definition in sec. 502.		
16.	Clearly show if the lower level is a basement or story above grade plane, based on the definitions in sec. 502.		
17.	Indicate how mezzanine complies with area, openness and exit requirements.	505	
Chapter 6 – Type of Construction			
18.	The building elements based on type of construction shall have a fire-resistance rating not less than that specified in Table 601.		
19.	Exterior wall fire resistance rating and opening protection shall be determined based on fire separation distance as defined in sec. 702 and Tables 601, 602, 705.8.		
20.	Automatic sprinkler system is not permitted to substitute for the 1-hour fire resistance of exterior walls.	Table 601 note d	
C. FIRE-RESISTANCE CONSTRUCTION AND FIRE PROTECTION SYSTEM			
Chapter 7 - Fire Resistance Rated Construction			
21.	Clearly label and identify on the plans the fire-resistive corridors, fire walls, shaft enclosures, fire barriers, fire partitions, smoke barriers and smoke partitions along with their hourly fire ratings.		
22.	Provide approved assembly numbers for all fire rated assemblies.		
23.	Provide details and the approved assembly numbers of the individual fire protection for structural members required to be fire-resistive that support more than 2 floors or one floor and roof, or support a load bearing or non-load bearing wall more than two stories high.	704.2 and 704.3	
24.	Provide details to show column impact protection in garages or other areas subject to impact damage by corner guards or steel jackets around the column to a height of 5 ft. min.	704.9	
25.	When two or more buildings are on the same property, the buildings shall have an assumed property line between them for the purpose of determining the required wall and opening protection and roof cover requirements. An exception is provided if the combined area of the buildings is within the limits specified in Chapter 5 for a single building based on the most restrictive occupancy.	705.3	
26.	For all walls, at or near a property line or assumed property line, provide a complete wall section from the foundation to the roof and locate the property line or assumed property line with distance to the building face.		
27.	Where building is separated by fire walls, indicate the assumed property line from the termination of the fire walls at the building exterior wall to the legal property line. Indicate the fire separation distances from the assumed property line to the building face as defined in sec. 702. Verify compliance of percentage of permitted unprotected openings or provide protected openings.	Table 705.8	
28.	The maximum area of unprotected or protected openings permitted in an exterior wall in any story shall not exceed the values in sec.705.8 and Table 705.8. No exterior openings are permitted with less than 3ft. fire separation distance.	705.8.1, Table 705.8	

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29.	<p>a) Projections shall not extend any closer to the line used to determine the fire separation distance:</p> <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;">0 feet to less than 2 feet</td> <td>Projections not permitted.</td> </tr> <tr> <td>2 feet to less than 5 feet</td> <td>24 inches</td> </tr> <tr> <td>5 feet or greater</td> <td>40 inches</td> </tr> </table> <p>Projection materials shall be in accordance with sec. 705.2.1 to 705.2.3.</p>	0 feet to less than 2 feet	Projections not permitted.	2 feet to less than 5 feet	24 inches	5 feet or greater	40 inches	705.2 Table 705.2	
0 feet to less than 2 feet	Projections not permitted.								
2 feet to less than 5 feet	24 inches								
5 feet or greater	40 inches								
30.	In buildings over 3 stories high and not provided with automatic sprinkler system, provide min. 3 ft of 1 hour fire rated vertical separation between exterior openings in adjacent stories that are within 5 ft horizontally and when the lower opening is less than ¾ hr protected. Flame barrier of 1 hr fire rating extending 30" beyond the exterior walls may also be used.	705.8.5							
31.	Provide ¾ hr opening protection for openings that are less than 15 ft vertically above the roof of an adjacent building, when the fire separation distance between the imaginary line and the adjacent building is less than 15ft unless a min. of 10 ft of roof assembly and its supporting structure of the lower building is min. one-hour fire-rated.	705.8.6							
32.	Parapets shall be provided on exterior walls unless one of the exceptions of sec. 705.11 applies. The parapet shall be 30" min. high and have noncombustible faces at the uppermost 18".	705.11							
33.	Openings are not permitted in party walls.	706.1.1							
34.	Provide detail of the fire wall at the floor and roof levels to show how the structural stability is maintained under fire conditions to allow collapse of construction on either side without collapse of the wall for the duration of time indicated by the required fire-resistance rating.	706.2							
35.	Fire walls shall be of noncombustible materials in Types I, II, III, IV construction.	706.3							
36.	Fire walls shall be continuous from exterior wall to exterior wall and shall extend 18" beyond the exterior surface of exterior walls. The fire wall shall be permitted to terminate at the interior surface of non-combustible exterior sheathing when one of the exceptions of sec. 706.5 applies.	706.5							
37.	<p>Where the fire wall intersects the exterior walls, the exterior wall and opening fire protection shall comply with one of the following unless the angle between the exterior walls at the fire wall intersection is greater than 180 degrees:</p> <p>a) 1-hour fire rated exterior wall with ¾ hr opening protection where opening protection is required per sec. 705.8, extending 4ft on each side of the intersection of the fire wall and exterior wall</p> <p>b) exterior wall and opening fire protection shall meet the requirements in sec. 705.5 and 705.8 assuming an imaginary lot line at the fire wall extending beyond the exterior of the fire wall</p>	706.5.1							
38.	Fire walls shall extend to the outer edge of horizontal projecting elements such as balconies, roof overhangs, canopies, marquees and similar projections that are within 4 feet of the fire wall unless one of the exceptions in sec. 706.5.2 applies.	706.5.2							
39.	Fire walls shall extend from the foundation to a termination point at least 30 inches above both adjacent roofs unless one of the exceptions in sec. 706.6 applies.	706.6							
40.	Provide a min. of 4" distance between embedded ends of adjacent combustible members embedded into concrete or masonry fire wall from opposite sides.	706.7							
41.	Each fire doors through a fire wall shall be less than 156 sq. ft (no limit in fire sprinklered buildings) and the aggregate opening width shall be less than 25% of fire wall length (applicable to all buildings) shall be protected in accordance with sec. 715.4. Window openings are not permitted in fire walls.	706.8							
42.	Window openings are not permitted in fire walls, unless glazing is labeled and tested as part of fire-resistance-rated wall assembly.	Table 716.6, 716.6							
43.	No duct and air transfer opening penetrations are allowed in fire walls located on the lot line.	706.11							
44.	Provide details of the fire barrier at the floor and roof levels to show how the continuity of fire barrier is maintained.	707.5							

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	Code Requirements	Code section	Req'd
45.	The supporting construction for the fire barriers shall have the same fire resistance rating as the fire barrier supported.	707.5.1	
46.	Fire barriers shall be used for shaft enclosures, exit enclosures, exit passageways, horizontal exits, separation of mixed occupancies and incidental use areas. Openings shall be limited to a maximum width of 25% of the fire barrier length with a maximum area of any single opening of 156 sq. ft.	707.3, 707.6	
47.	Shaft enclosures shall be 2 hr fire-rated when connecting 4 stories or more and 1 hr fire-rated when connecting less than 4 stories. The fire resistance rating shall not be less than the floor assembly penetrated, but need not exceed 2 hr.	713.4	
48.	Provide detail of the shaft enclosure penetration at the floor level to show how the continuity of shaft construction is maintained as required.	713.5	
49.	Doors in shaft enclosure shall be self- or automatic closing by smoke detection.	713.7	
50.	Refuse and laundry chutes shall terminate in rooms separated from the remainder of the building by a 1 hr fire barrier with ¾ hr opening protectives. Openings into chutes shall not be located in corridors. Doors shall be self/automatic closing. Automatic sprinkler system shall be installed in refuse chutes and termination rooms.	713.13.1, 713.13.4, 713.13.6	
51.	Access openings for refuse and laundry chutes shall be located in a 1 hr rated access room with ¾ hr fire-rated opening protection. Doors in access rooms shall be self- or automatic closing by smoke detection.	713.13.3	
52.	Elevator shaft shall be enclosed in a shaft enclosure. Provide detail of the elevator shaft penetration at floor level to show how the continuity of shaft construction is maintained.	713.2, 713.5	
53.	An enclosed elevator lobby shall be provided to separate the elevator shaft from the corridor on each floor by a 1 hr fire partition when connecting more than the number of stories specified in sec. 713.14.1 based on occupancy group classification.	713.14.1	
54.	Provide details of fire partition to show that the continuity of the partition is maintained.	708.4	
55.	The supporting construction for fire partition shall be protected with minimum 1 hr fire rating.	708.4	
56.	Smoke barrier shall be minimum 1 hr fire rated.	709.4	
57.	Provide details of smoke barriers to show that the continuity is maintained.	709.4	
58.	Provide details of smoke partition to show that the continuity is maintained.	710.4	
59.	Doors in smoke partitions shall not include louvers.	710.5.2.1	
60.	Air transfer openings in smoke partitions shall be provided with a smoke damper.	710.8	
61.	Provide approved protection details for through penetrations and membrane penetrations at recessed fixtures on fire-resistive assemblies. Also, provide a note on the plans stating: "Penetrations of fire-resistive walls, floor-ceiling and roof-ceiling assemblies shall be protected as required by CBC Sec. 713.3 & 713.4."	714.3 & 714.4	
62.	Provide approved assembly numbers for all fire resistant joint systems.	715.1	
63.	Glazing in fire doors in exit enclosures and exit passageways shall not exceed 100 sq. in. unless tested.	716.5.5.1	
64.	Glazing in fire doors in horizontal exits shall not exceed 100 sq. in. without a dimension exceeding 10".	716.5.8.1.2.1	
65.	Glazing in 1-1/2 hr rated fire doors shall not exceed 100 sq. in.	716.5.8.1.2.2	
66.	Fire doors shall be self- or automatic closing.	716.5.9	
67.	Glazing is not allowed in interior fire partitions and fire barriers with fire-rating over 1 hr.	716.6.7	
68.	The total area of windows in fire rated walls shall not exceed 25% of the common wall area.	716.6.7.2	
69.	Fire dampers, smoke dampers and combination fire/smoke dampers shall be provided at the locations prescribed in sec. 717.5.1-717.6 with applicable rating shown on the plans.	717.5	
70.	Provide means of access to the fire and smoke dampers for inspection and maintenance.	717.4	

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Code Requirements		Code section	Req'd
71.	Ducts and air transfer openings in fire protected assemblies shall be protected. Hazardous Exhaust Ducts shall not penetrate a fire wall.	717 MMC II-3-2.04	
72.	In combustible construction, fireblocking shall be installed to cut off concealed draft openings (both vertical and horizontal) and shall form an effective barrier between floors, between a top story and a roof or attic space. Fireblocking shall be installed in the locations specified in sec. 718.2.2- 718.2.7. Provide details on plans, or complete notes on the drawings.	718.2	
73.	Provide/detail draft stops to subdivide floor/ceiling assemblies so that horizontal floor areas do not exceed 1,000 sq ft.	718.3.3	
74.	Provide/details draft stops to subdivide attic spaces and concealed roof spaces such that any horizontal area does not exceed 3,000 sq. ft.	718.4.3	
Chapter 9 - Fire Protection Systems			
75.	Specify the type of system on the cover sheet (i.e. NFPA 13 or 13R).		
76.	Provide hardwired listed smoke alarms complying with UL 217 in all locations listed in sec. 907.2.11.	907.2.11	
77.	Smokeproof enclosure shall consist of an enclosed interior exit stairway and an open exterior balcony or ventilated vestibule.	909.20	
78.	The min. dimension of the vestibule to the smokeproof enclosure shall be 44" wide x 72" long, but not less than the width of the corridor leading to the vestibule.	909.20.1	
79.	The smokeproof enclosure shall be separated from the remainder of the building by 2 hr fire barrier and/or horizontal assemblies without openings except egress doors. The vestibule to the smokeproof exit enclosure shall be separated by 2 hr fire rated wall.	909.20.2	
80.	The door from the building to the vestibule shall be 90 min. rated and from the vestibule to the smokeproof exit enclosure shall be 20 min. rated. The doors shall be self or automatic closing by smoke detection.	909.20.2.2	
D. MEANS OF EGRESS			
Chapter 10 – Means of Egress			
81.	Provide a complete code and exiting analysis. Identify the path of exit travel on the plans and indicate the common path of travel distance and max. travel distance. No point in the building shall exceed the distances from an exterior exit, horizontal exit, enclosed stairway, exit passageway, exterior exit stair or ramp measured along the path of travel. The travel distance shall include travel within unenclosed stairways. Note: Travel distance and common path of egress travel share the same starting point.	Table 1016.1 1016.1	
82.	Provide doors hardware schedule on the plans.		
83.	Exit doorway shall provide a min. clear width sufficient for the occupant load per but not less than 32" and a clear height of 6'-8"min.	1008.1.1	
84.	Maintain a minimum parking headroom clearance of not less than 7'-0" and 8'-2" for accessible parking to any ceiling, beam pipe or similar construction.	406.4.1 11B-502.5	
85.	A min. of 7'-6" ceiling height is required in the means of egress system. Protruding objects shall not reduce the ceiling height to less than 80" and such height shall not exceed 50% of the ceiling area of a means of egress.	1003.2 1003.3.1	
86.	When the headroom clearance is less than 80", provide a barrier with the max. height of 27" above the floor.	1003.3.1	
87.	Horizontal projection between the height of 27" and 80" shall not exceed 4" from either side over a walking surface, except handrails, which may protrude 4.5" max.	1003.3.3	
88.	Sloped surfaces shall be used in the means of egress with elevation changes of less than 12".	1003.5	
89.	Contrasting floor finish may be used for ramps with elevation change not more than 6" in lieu of handrails.	1003.5	
90.	Escalators and moving walks shall not be used as a component of egress travel.	1003.7	
91.	Every room that is an assembly occupancy shall have the occupant load sign posted in a conspicuous place near the main exit or exit access doorway.	1004.3	

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	Code Requirements	Code section	Req'd
92.	The means of egress width shall not be less than the total occupant load served by the means of egress multiplied by 0.3" per occupant for stairways and 0.2" per occupant for other egress components, but not less than specified elsewhere in this code.	1005.3	
93.	Multiple means of egress shall be sized such that the loss of any one means of egress shall not reduce the available capacity to less than 50% of the required capacity.	1005.5	
94.	Doors in the egress path shall not reduce required width by more than 50% in any position and 7" in fully opened position.	1005.7.1	
95.	Indicate the location of emergency means of egress illumination.	1006.3	
96.	In buildings where required accessible floor is 4 or more stories above or below exit discharge, at least one elevator shall be provided as accessible means of egress.	1007.2.1	
97.	An accessible exit stairway in non-sprinklered building shall have 48" min. clear width.	1007.3	
98.	Stairways within vertical exit enclosures shall incorporate an area of refuge within enlarged floor-level landings without reducing the required means of egress width. Stairs serving occupant load of 200 or more shall be provided with two wheelchair spaces.	1007.3 1007.6 1007.6.1	
99.	Areas of refuge, except those located in vertical exit enclosure, shall be separated from the remainder of the story by a smoke barrier or a horizontal exit.	1007.6.2	
100.	Each area of refuge shall be provided with two-way communication system, instructions and signage.	1007.8 to 1007.11	
101.	Where an elevator lobby is used as an area of refuge, the shaft and lobby shall be a smokeproof enclosure.	1007.6	
102.	The building exterior walls within 10ft horizontally from the exterior area of assisted rescue shall be 1 hr rated min. with ¾ hr opening protective and shall extend vertically from the ground to 10 ft above the floor of the assisted rescue area.	1007.7.4	
103.	Show that the exterior area for assisted rescue is 50% min. open.	1007.7.5	
104.	The exterior exit stairways for exterior area for assisted rescue shall have min. 48" clear width.	1007.7.6	
105.	Egress doors shall be side-hinged swinging and shall swing in the direction of egress travel where serving more than 50 occupant load.	1008.1.2	
106.	Provide level landing on each side of the door with not more than 0.75" threshold at sliding doors or 0.5" for other doors. Raised thresholds and floor level changes greater than 0.25" at doorways shall be beveled with a slope not greater than one unit vertical in two units horizontal (50% slope).	1008.1.7	
107.	Provide a landing width not less than the width of the door or the stair served (whichever is greater) and a length of not less than 44". Doors fully open shall not reduce the width of the landing by more than 7". When a landing serves an occupant load more than 50, doors in any position shall not reduce the landing to less than one-half its required width.	1008.1.5	
108.	Accessible door hardware shall be centered between 34" and 44" above the floor.	11B-404.2.7.	
109.	Exit doors from Group A occupancy or assembly areas not classified as an assembly occupancy, E, I-2 and I-2.1 occupancies having an occupant load of 50 or more and any H occupancies regardless of occupant load shall not be provided with a latch or lock unless it is panic hardware or fire exit hardware.	1008.1.10	
110.	Provide stairway rises and treads details.	1009.7	
111.	Stairways shall have a min. 80" headroom clearance.	1009.5	
112.	Indicate stair landing dimensions complying with sec. 1009.8.	1009.8	
113.	Walls and soffits of enclosed usable space under stairs shall be protected on the enclosed side as required for 1-hr rating or the fire rating of the stair enclosure, whichever is greater. Access to the enclosed space shall not be directly from within the stair enclosure. The open space under exterior stairways shall not be used for any purpose.	1009.9.3 1009.9.4	
114.	Vertical distance between stairway landings is limited to 12 ft.	1009.10	
115.	Stairways shall have handrails on each side.	1009.15	

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116.	Buildings four or more stories in height are required to have one stairway extended to the roof with a penthouse unless the roof has a slope steeper than 4:12.	1009.16	
117.	Exits and exit access doors shall be marked by approved exit signs. When exits are not readily visible, exit signs shall be located such that no point in a corridor or exit passageway is more than 100 ft from the nearest visible exit sign.	1011.1	
118.	Tactile exit signs shall be provided at locations listed in sec. 1011.4.	1011.4	
119.	Provide guards at floor and roof openings landings, balconies, and at open sides of stairs, which are more than 30" above grade or floor below. Guardrails shall be not less than 42" in height.	1013	
120.	Open guards shall have intermediate rails or an ornamental pattern such that a sphere 4" in diameter cannot pass through.	1013.4	
121.	Egress shall not pass through kitchens, storage rooms, closets or spaces used for similar purposes.	1014.2	
122.	Provide a complete architectural section of the corridor showing all fire-resistive materials and details of construction for all floor, wall, and roof assemblies.		
123.	Each tenant space shall be provided with access to the required exits without passing through adjacent tenant spaces.	1014.2.1	
124.	The common path of egress travel shall comply with Table 1014.3	1014.3	
125.	Provide two exits or exit access doorways from any space when one of the conditions as noted in sec. 1015.1 exists.	1015.1	
126.	Show the dimensions of all exit access aisles and aisle accessways complying with sec. 1017.	1017	
127.	Show that the egress balcony has min. 50% open area complying with sec. 1019.3.	1019.3	
128.	Provide adequate exit separation between required exits.	1015.2	
129.	Exit access travel distance from the most remote point within a story to the entrance to an exit shall not exceed the values shown in Table 1016.2.	1016.2	
130.	Show that the corridor width is complying with sec. 1018.2.	1018.2	
131.	Dead ends more than 20 ft in length are not permitted in a corridor when more than one exit or exit access doorway is required.	1018.4	
132.	Corridor shall have a min. width of 44" with except as indicated in Table 1018.2 and be protected with 1-hr fire partition as required in Table 1018.1.	1018.1 1018.2	
133.	Fire resistance rated corridors shall be continuous and shall not be interrupted by intervening rooms.	1018.6	
134.	Provide min. no. of exits from the building on each floor.	Table 1021.1	
135.	Provide 2-hr fire rated enclosures where they connect 4 or more stories and not less than 1-hr rated enclosures for less than 4 stories. Elevators shall not open into an exit enclosure.	1022.2	
136.	The building exterior walls within 10ft horizontally from the exterior non-rated wall of an exit stairway enclosure at an angle less than 180 degree from the enclosure wall shall be 1 hr fire rated min. with ¾ hr opening protective and shall extend vertically from the ground to 10 ft above the topmost landing.	1022.7	
137.	Stairways from upper levels extending below the level of exit discharge shall have an approved barrier to preclude exiting into such lower levels. Directional exit signs shall be provided.	1022.8	
138.	Provide stairway identifications at each floor landing in interior exit enclosures connecting more than three stories. Tactile floor designation signs shall also be provided in buildings two or more stories. Tactile exit signs shall be provided at locations listed in sec. 1011.4.	1022.9	
139.	Exit passageway shall have a 1-hr fire rated enclosure and shall have a width determined but shall not be less than 44", unless serving an occupant load of less than 50, which may be reduced to 36".	1023.2	
140.	No more than ½ of the total number of exits shall be used as horizontal exits.	1025.1	

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141.	Clearly identify the location of horizontal exit on the plans and provide the required separation. Provide calculations to show that the refuge area can accommodate the required capacity as determined.	1025.2 1025.4	
142.	Exterior exit ramps and stairways shall not be permitted for buildings over 6 stories above grade plane or in high-rises or Group I-2 occupancies having occupied floors more than 75 ft above the lowest level of fire department vehicle access.	1026.2	
143.	Show that the exterior exit ramps and stairways meet the openness requirements.	1026.3	
144.	Exits (exterior exit, horizontal exit, enclosed stairway, exit passageway, exterior exit stair or ramp) shall not be used for any purpose that interferes with its function as a means of egress. Exits shall discharge directly to the exterior of the building and provide direct access to grade. Exit discharge shall not reenter a building or provide exit through corridor.	1020.1 1027.1	
145.	Exterior balconies, stairways and ramps shall be located at least 10 ft from adjacent lot lines and from other buildings on the same lot unless the adjacent building exterior walls and openings are protected in accordance with sec.705 based on the fire separation distance.	1019.4 1026.5	
146.	Provide dimensions of egress court to show compliance with sec. 1027.4.1.	1027.4.1	
147.	Building that houses Group A occupancy shall discharge on a street or an unoccupied space of not less than 20 feet in width that adjoins a public way.	1028.2 1028.3	
E. INTERIOR ENVIRONMENT			
Chapter 8 – Interior Finishes			
148.	Foam plastics shall not be used as interior finish except as provided in sec. 803.4, 806.3, 2603.9, 2604.2.	801.8	
149.	When walls and ceilings are required to be fire-resistive or non-combustible, the finish material shall be applied directly against such fire-resistive or non-combustible construction or to furring strips not exceeding 1-3/4 inches. The furred space shall be filled with inorganic or Class A material or fire blocked not to exceed 8 feet in any direction.	803.11.1	
150.	An interior wall or ceiling finishes (except noncombustible interior finish or Class A) less than 1/4" thick shall be applied directly against into the wall, ceiling or structural element without the use of furring strips and shall not be suspended away from the building element to which it is applied	803.11.4	
Chapter 12 – Interior Environment			
151.	Provide cross ventilation calculation for attic and enclosed rafter spaces. Ventilating area shall not be less than 1/150 of the area space ventilated. The net free cross-ventilation area shall be permitted to be reduced to 1/300 provided that not less 50% and not more than 80% of the required ventilating area provided by ventilators located in then upper portion of the ace to be ventilated at least 3 ft. above eave or cornice vents with the balance of the required area provided by eave or cornice vents. A min. of 1" airspace shall be provided between insulation and the roof sheathing.	1203.2	
152.	For all occupied spaces, provide exterior openings for natural light (8% of floor area) or artificial lighting. Natural ventilation (4% of floor area) or a mechanical system for all occupied spaces is also required.	1203.4 1205.2	
153.	Provide a mechanical ventilation system in bathrooms containing a bathtub and/or shower.	1203.4.2.1	
154.	Exterior openings for natural light shall open directly into a public way, yard or court unless they open into a roofed porch which abuts a public way, yard or court and has a ceiling height of 7 ft min. and is 65% minimum open on the longer side.	1205.2.2	
155.	Provide a minimum of 7 ft dimension (in any direction) in all habitable rooms other than kitchen and at least one room of min. 120 sq. ft. net floor area and all other habitable rooms of min. 70 sq. ft.	1208.1 1208.3	
156.	Required ceiling height is 7'-6" min. and 7'-0" min. in kitchens, bathrooms, storage rooms and laundry rooms.	1208.2	
157.	Indicate the location of crawl space access with a min. of 18"x24" opening.	1209.1	

ARCHITECTURAL PLAN REVIEW CHECKLIST GENERAL COMMERCIAL (Cont'd)

Code Requirements		Code section	Req'd
158.	Indicate the location of attic accesses with a min. of 20"x30" opening and min. 30" clear headroom.	1209.2	
159.	Showers and walls above bathtubs with shower heads shall be finished with a smooth, non-absorbent surface to a height not less than 70" above drain inlet.	1210.2.3	
160.	Toilet rooms shall not open directly into a room used for the preparation of food for service to the public.	1210.4	
F. BUILDING ELEMENTS			
Chapter 14 – Exterior Walls			
161.	Specify on elevations the proposed exterior wall finish. Specify material and thickness.		
162.	Exterior walls, including basement walls, shall provide the building with a weather-resistant exterior wall envelope. The exterior wall enveloped shall include flashing as described in sec. 1405.4.	1403.2	
163.	Balconies and similar projections of combustible construction other than fire-retardant-treated wood shall be fire-resistance rated floor construction in accordance with Table 601 or Type IV construction in accordance with sec. 602.4. The aggregate length shall not exceed 50% of the building's perimeter on each floor. See exceptions in sec.1406.3.	1406.3	
164.	Provide veneer design and installation details: thickness, anchors, backing, lintels and support systems.	Section 1405	
Chapter 15 – Roof Assemblies and Rooftop Structures			
165.	Provide details of roof assemblies and specify roof covering materials. Class A or B roof covering shall be required for all Hillside Construction.	Table 1505.1 MMC II-3-2.07	
166.	Fasteners for roof covering shall be corrosion resistant such as copper, brass, stainless steel or galvanized.	1507	
167.	Verify that the penthouse satisfies the provisions of sec. 1509.2.	1509.2	
168.	Roofs with a slope less than 1/4" per foot shall be designed for ponding effect.	1611.2	
169.	Provide overflow drains. Overflow drain shall be installed with the inlet flow line 2" above the low point of the roof, and shall not be connected to the roof drain lines.	CPC 1101.11.2,1 1101.11.2.2	
170.	Extend chimney at least 2 ft above any part of the building within 10 ft, but shall not be less than 3 ft above the highest point where the chimney passes through the roof.	2113.9	
171.	Provide make, model and ICC report number for manufactured skylight(s) and fireplace(s).		
Chapter 24 – Glass and Glazing			
172.	Screens shall be provided below sloped glazing of heat-strengthened glass or fully tempered glass shall be provided.	2405.3	
173.	Skylights at angle less than 45 deg. from horizontal plane shall be mounted on a curb at least 4" above roof plane.	2405.4	
174.	Provide safety glazing in the locations as described in sec. 2406.4.		
Chapter 25 – Gypsum Board and Plaster			
175.	Indicate two layers of Grade D paper between plywood shear panel and exterior lath.	2510.6	
176.	Provide details for a corrosion-resistant weep screed on all exterior stud walls at or below the foundation plate line a minimum of 4" above grade, or 2" above paved areas.	2512.1.2	
Chapter 26 – Plastic			
177.	Foam plastics used as interior trim shall be min. 20pcf and max. 8" wide x 0.5" thick. The interior trim shall not be more than 10% of the wall and ceiling area. Provide testing data of the foam plastic.	2604.2 2604.2.4	
G. ELEVATORS			
Chapter 30 – Elevators and Conveying Systems			
178.	Provide elevator hoistway and machine room ventilation.	3004 3006.2	

ARCHITECTURAL PLAN REVIEW CHECKLIST GENERAL COMMERCIAL (Cont'd)

Code Requirements		Code section	Req'd
179.	No more than 4 elevator cars serving the same portion of a building shall be located in the same hoistway.	3002.2	
180.	An enclosed elevator lobby shall be provided to separate the elevator shaft enclosure doors from each floor by a 1 hr fire partitions when connecting more than two stories in high-rise buildings, Group A, E, H, I, L, R-1, R-2 and R-2.1 occupancies and when connecting more than three stories in other occupancies. Where an elevator lobby is used as an area of refuge, the shaft and lobby shall be a smokeproof enclosure.	713.14.1 1007.6	
181.	At least one elevator shall meet the requirements for medical evacuation. Provide medical emergency designation at the elevator.	3002.4a	
182.	Door, other than hoistway doors and the elevator car door, shall be prohibited at the point of access to an elevator car unless such doors are readily openable from the car side.	3002.6	
183.	Elevators shall not be in a common shaft enclosure with a stairway.	3002.7	
184.	Elevator hoistway over three stories shall be provided with a means for venting smoke and hot gases to the outer air in case of fire.	3004.1	
185.	Elevator machine rooms shall be enclosed with fire barriers with the same rating as required for hoistway enclosure.	3006.4	
H. EXISTING BUILDING			
186.	When a change of occupancy results in a higher seismic occupancy factor based on Table 1604.5, the building shall conform to the seismic requirements of the Building Code for a new structure of the higher occupancy category.	3408.4	
I. GRADING AND SITE IMPROVEMENT			
187.	A Soil Report shall be provided when applying for grading, site improvement and building permit.		
188.	Provide letter from Soil Engineer confirming that grading and paving plans and specifications have been reviewed and it was determined that the Soils Report recommendations are properly incorporated in the plans.		
189.	Paving of driveways, private streets, and parking lot shall comply with MMC II-13-18. Minimum Traffic Index for commercial buildings shall be equal to T.I. 5.		
190.	Verify that pervious paving shall meet minimum Traffic Index requirements.	MMC II-13-18	
191.	All non-structural concrete flat work shall be as per MMC II-13-17.05 with 3 ½" minimum thickness laid over 4" of aggregate base.	MMC II-13-17.05	
192.	Erosion and sediment control plan shall be submitted when applying for grading permit.	MMC II-13-10	
193.	Prior to issuance of building permit, all the easements including private storm drain easement through adjacent parcels shall be recorded. The developer shall include interim erosion control provisions and schedules in the construction plans for areas, which will not have permanent erosion control features installed (such as landscaping) prior to any occupancy so that erosion and sediment control can be sustained through the rainy season.	MMC II-13-11	
194.	Indicate size, material and invert elevations of site drainage system. Show site drainage system connections to public storm drainage system.		
195.	Specify size of storm drain piping at rainwater leaders (RWL).	CPC 1106.0	
196.	Provide approval from San Jose/Santa Clara Water Pollution Control for the size of the interceptor.		
197.	The slope of SS piping shall be ¼" per foot minimum. For slopes up to 1/8" per foot, submit Alternate Method application for approval by Chief Building Official. For slopes less than 1%, submit Engineering calculations justifying such slopes.	CPC 708.0	
198.	Special inspection for pavement is required. Sign and return special inspection forms prior to obtaining building permit.		
199.	Indicate width and maximum slope of sidewalks and walkway..	1133B.7	
200.	Provide curb cut detail at intersection of walkways with sidewalks and other site curbs.	1127B.5	
201.	Indicate size and elevation of landings at all exterior exit doors.	1133B.2.4	

**ARCHITECTURAL PLAN REVIEW CHECKLIST
GENERAL COMMERCIAL (Cont'd)**

Code Requirements		Code section	Req'd
202.	Provide site accessibility signs at every primary public entrance to the site and every major junction.	1127B.3	
203.	Pool fence gates shall have 10" smooth surface on the bottom and gates hardware shall be located at 42"-44" high.	11B-404.2.10 3119B.2	
204.	Pool fence shall have gap between pickets less than 4" and the bottom of the fence shall be within 2" from the finished grade.	3119B.1	
205.	Provide occupant load signs at the pool and spa.	3120B.1	
206.	All concrete and masonry fences, pilasters and retaining walls over 4 feet tall shall be designed and detailed by a Civil/Structural Engineer or Architect.	City policy BDP-BLG01	
207.	All site structures over 120 square feet, such as trellises, arbors, etc shall be designed and detailed by a Civil/Structural Engineer or Architect.	MMC II-1-17.03	
208.	Provide structural calculation and details for the light poles foundations and poles attachment.		
209.	All new electrical services shall be underground.	MMC II-6-2.02	
210.	Grounding system shall comply with MMC II-6-2.04.		