



City of La Grande/Union County Building Department - PO Box 670 - 1000 Adams Avenue - La Grande, OR 97850 -  
 1-541-962-1317 · 541-663-8106 (F) · 1(866) 813-8105 lgbuilding@cityoflagrande.org  
**COMMERCIAL PLAN REVIEW SUBMITTAL CHECKLIST**

<b>BUILDING PERMIT NUMBER</b>		<b>PROJECT NUMBER</b>	
<p><b>Section 106.1 Submittal documents.</b> Construction documents, statement of special inspections, and other data shall be submitted in one or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the Building Official is authorized to require additional construction documents to be prepared by a registered design professional.</p> <p>Exceptions: The Building Official may waive submission of plans, calculations if the work is such that reviewing of plans is not necessary to obtain compliance with this code. The work being done is not highly technical in nature or there is no unreasonable potential risk to life and/or safety of the structure. The erection, enlargement, or alteration of any building, or appurtenance thereto, where the resulting building has a ground area of 4,000 square feet.</p>			
<b>JOB INFORMATION</b>		<b>ARCHITECT &amp; APPLICANT INFORMATION</b>	
Job Name:		Engineer/Architect:	
County:		Address:	
Address:		City:	State Zip
City:		Phone:	
Building Occupancy (specific use):		Applicant/Owner:	
		Address:	
		Phone:	Fax:
		Email:	
<b>CHECKLIST – Submit three Copies of plans (job-site, city copy, assessor copy) – two copies of structural calculations</b>			
<b>A COVER SHEET IS REQUIRED ON ALL PLANS SUBMITTED</b>		<b>MECHANICAL PLANS – equipment location, size, type, duct layout, fan capacity, gas piping, etc.</b>	
Cover sheet shall include, but is not limited to: see Additional Data Required on Cover Sheet		<b>STRUCTURAL CALCULATIONS – two sets</b>	
<b>TITLE BLOCK:</b>		<b>ELECTRICAL PLANS – exits, fire alarms, and life safety equipment</b>	
Owner Name, Address, and Phone numbers		<b>PLUMBING PLANS – size water, sewer lines, show materials</b>	
Building Location and Address (if assigned)		<b>TRUSS DRAWINGS AND LAYOUT – two sets. Deferred submittal allowed – must be in prior to framing inspection.</b>	
Project Name		<b>OTHER</b>	
Designers Name, Address and Phone numbers		<b>FIRE ALARM DRAWINGS</b>	
Architects and or Engineer Address and Phone numbers		<b>FIRE SPRINKLER DRAWINGS</b>	
Consultant Name, Address and Phone numbers		<b>HAZARDOUS MATERIALS INVENTORY LIST</b>	
Contractor(s), Address and Phone numbers		<b>SPECIAL INSPECTION AGREEMENT</b>	
If Leased Property, Lessee’s Name, Address and Phone no.		<b>MANUFACTURES CUT SHEETS</b>	
<b>SHEET INDEX – calling out all submitted sheets</b>		<b>ADDITIONAL DATA REQUIRED ON COVER SHEET</b>	
<b>VICINITY MAP</b>		Is the Occupancy Group or Groups shown? 302.1	
Site information: Legal Description, Tax Lot Number, Site Area Size, Zoning Designation, Fire District		Are current adopted codes listed?	
<b>SITE PLAN SHEET (required) to include but not limited to:</b>		What is the total occupant load? Table 1004.1	
• Distances from Building to Property Lines and other structures		What is required egress width? 1005.1	
• Fire Hydrant Locations and Distances to Proposed Building		What is the plumbing occupant load? 2902.1 Table 29-A	
• Fire Vehicle Access Road, Widths and Turnarounds		Separated uses or Non-Separated Uses? 508.3.1.3/508.3.2	
• Accessible Parking Stalls and Accessible Route to Building		Are you using yard increases? 506.1	
• All Easements		Are you using fire sprinkler increases? 506.3	
<b>ARCHITECTURAL SHEETS</b>		Is total square footage listed? Table 503	
• Foundation Plan. Required for complete review only.		<b>PLAN REVIEWER</b>	
• Floor Plans - include sq. ft. dimensions, room use, window and door locations		Date Started	
• Building Cross Sections – foundation, floor framing, wall framing, and roof details		Sent Letter	
• Building Elevations		Date issued	
• Structural Calculations: required for new construction		<b>APPLICANT</b>	
• ADA Disabled Access		Signature:	
• Energy Code Documentation		Print Name	
		DATE	

Please check form as follows: X = if submitted – M = if missing and required – N = not applicable