

**ICC/IRC
2013
BUILDING PERMIT CHECKLIST
FOR
NEW NON-RESIDENTIAL PROPERTY STRUCTURES**

The application for permit shall be accompanied by three (3) copies of drawings, calculations and specifications bearing the signature and seal of a Rhode Island registered Architect and/or Engineer responsible for the designs for the proposed building, structure, mechanical, plumbing and electrical. **See § 23-27.3-128.5.4 Building Permit Issuance Requirements**

Upon receipt and dating by the Building Department one of the above set of plans shall be submitted by the applicant to the Bureau of Fire Prevention for Fire Safety Code approval.

The application for permit shall be accompanied by five (5) site plans submitted for approval by other City departments (see City Engineer for drainage). Site plans shall be drawn to scale and must show the size and location of all new construction and all existing structures on the site, distances from lot lines and established street grades. The plan shall be drawn in accordance with Class 1 boundary line survey and stamped by a registered land surveyor if required by the Building Official.

To provide a rapid and accurate review of the building plans, **the following information shall be submitted as one package:**

- _____ Fire approval
- _____ Final Approval of Planning Board
- _____ Soil Erosion Approval
- _____ Zoning Board Approval (if required)
- _____ Architectural
- _____ Structural
- _____ Mechanical
- _____ Plumbing
- _____ Electrical
- _____ Demolition plans (if applicable)
- _____ Specifications
- _____ Structural calculations
- _____ Geotechnical report
- _____ Project certification/supervision; the Building Official may require the owner to retain the services of an Architect and/or Engineer.
- _____ Special Inspections as required by Chapter 17 of the RISBC

To avoid any delays, be sure all necessary information is included in your submittal. The following list is a basic code analysis/criteria that shall be included:

1. Codes used:

Building Code:	_____	Energy Code:	_____
Mechanical Code:	_____	Accessibility:	_____
Plumbing Code:	_____	Fire Codes:	_____
Electrical Code:	_____		

2. Use Group Classification:

Proposed: _____ Existing: _____

3. Type of Construction Classification:

Proposed: _____ Existing: _____

4. Limitations:

Height:
Proposed: _____ Allowed: _____

Area:
Proposed: _____ Allowed: _____

5. Fire Resistance Rating of Structural Elements:

<u>Elements:</u>	<u>Rating:</u>
- Structural frame (columns, girders, trusses)	_____
- <u>Bearing Walls:</u>	
. Exterior	_____
. Interior	_____
- Non-bearing walls/partitions (exterior)	_____
- Non-bearing walls/partitions (interior)	_____
- Floor construction, including supporting beams and joists	_____
- Roof construction, including supporting beams and joists	_____

6. Fire Protection/Sprinkler:
 Type Required: _____ Provided: _____

7. Occupant Load:
 Proposed: _____ Existing: _____

8. Length of Travel:
 Permitted: _____ Provided: _____

9. Number of Exits:
 Required: _____ Provided: _____

10. Capacity of Egress Components:
 Required: _____ Provided: _____

11. Minimum Plumbing Facilities:

Water Closets:	Required: _____	Provided: _____
Lavatories:	Required: _____	Provided: _____
Service Sink:	Required: _____	Provided: _____
Drinking Fountains:	Required: _____	Provided: _____

To avoid any delays, be sure all necessary information is included in your submittal. The following list is a basic outline that shall be included:

1. Complete floor plans showing the use of all areas.
2. Building Sections: Wall: _____; floor: _____; foundation: _____.
3. Wall types.
4. Complete door schedule.
5. Complete window and glazing schedule.
6. Complete interior finish with flame spread ratings.
7. List of all rated assemblies (include detail and design number).
8. Occupant load of all areas.
9. Design live loads.
10. Details showing all interior and exterior requirements for individuals with disabilities.
11. Energy conservation; building envelope requirements.
12. Parking plan for all new construction and changes in use showing: required and provided.

The Building Official may waive these requirements when the nature and character of the work to be performed is of a minor nature. To qualify for this, a detailed description of the work addressing all areas shall be submitted for review. Plans may be included to assist the official in his decision.