



Commercial Plan Review Submittal Checklist

Gearhart Building Department
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DEPARTMENT USE ONLY
Plan review no.:
Permit no.:
Office:
PT Initials:

JOB INFORMATION	OWNER
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Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ - _____ - _____ Fax: _____ - _____ - _____	Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ - _____ - _____ Fax: _____ - _____ - _____
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ARCHITECT / ENGINEER	APPLICANT
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Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ - _____ - _____ Fax: _____ - _____ - _____	Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ - _____ - _____ Fax: _____ - _____ - _____
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REVIEW INFORMATION

Declaration of value: \$ _____	Building sq. ft.: _____	Review fee: \$ _____
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Building use (be specific): _____

Check type of review:
 Fire and life safety
 Structural
 Mechanical
 Sprinkler
 Alarm

MINIMAL PLAN REQUIREMENTS CHECKLIST

One set of hard copy plans and the following items are required for review:

Initials	Date	
1. _____	_____	Site plan: changes of occupancy, additions, alterations, and new construction
2. _____	_____	Floor/roof plans: including dimensions, windows, and doors
3. _____	_____	Floor/roof framing: framing member size, joist, beam, and column
4. _____	_____	Foundation plan: wall dimensions and footings — for complete review
5. _____	_____	Building elevations: minimum two views
6. _____	_____	Building cross-sections: structural members, roof and wall sheathing
7. _____	_____	Structural calculations: new or change of occupancy
8. _____	_____	Electrical: exits, fire alarms, and fire and life safety equipment
9. _____	_____	Energy documentation: If building is heated or cooled, submit on Oregon Energy Code guideline forms.
10. _____	_____	Residential (motels, SR, apartments): identify path
11. _____	_____	Complete specifications: quality and type of all construction materials, and methods of construction
12. _____	_____	Architect/Engineer stamp: over 4,000 sq. ft. or 20' height — Architect law-ORS 671.030, Engineer law-ORS 672.020
13. _____	_____	Mechanical plans: equipment location, size, type, and layout — fan capacity, etc.
14. _____	_____	Disabled access: indicate compliance measures
15. _____	_____	Minimum scale: 1/8" - Minimum paper size: 24" X 36" on all plans
16. _____	_____	Owner Affidavit: If owner is acting as general contractor, or performing any work on the project.
Other Agency Clearances		
17. _____	_____	Department of Environmental Quality or Approval
18. _____	_____	Local planning department: zoning, special l and use. Building is in flood Plain Yes NO

APPLICANT: _____
Signature

Print name: _____ Date: _____