

Commercial Plan Review Requirements
Commercial, Industrial, and Multi-Family
New structures, additions, tenant improvement and/or change of use

- **Architectural Review Submittal Package** (see Architectural Review Requirements)
- **Site Review Submittal Package** (see Site Review Requirements)
- Structural engineering may be required
- Commercial drawings to be prepared by a licensed professional **(NO COLORED DRAWINGS)**
- ALL drawings, plans, etc. are to be submitted electronically to bldgdept@kalispell.com
- Cover Sheet
- **LOCKED DRAWINGS WILL BE REJECTED**

- _____ (1) **Code Summary**
- Design loads
 - Occupancy classification
 - Allowable area/height calculations
 - Location & identification of fire partitions, barriers and/or walls
 - Provide UL or GA listed assemblies for fire rated construction (walls, floor/ceilings, etc.)
 - Type of construction
 - Occupant loads/areas
 - Means of egress size, location and signage
 - Geotechnical Report – refer to IBC Section 1803.6
- _____ (2) **Site Plan**
- Legal description & legal address
 - Show all property lines and easements
 - Existing and proposed structures
 - Distance from structures (eaves) to the property lines
 - Utilities, site drainage, sidewalks and parking
 - Indicate handicap accessibility & egress compliance to a public way
 - Landscape and grading plans
 - Minimum Scale 1/8" per 1'0" or 20 to 1 engineer scale
- _____ (3) **Demolition Plan**
- Floor plan, area, plumbing fixtures and all other equipment
- _____ (4) **Foundation Detail**
- Provide a foundation detail from the footing to top of foundation wall. Show all reinforcement, embeds, and imposed loads.
- _____ (5) **Floor Plan Showing Existing and Proposed Building Layout**
- Indicate the use of each area
 - Dimensions of each area
 - Door and window schedule. Include U-factor & SHGC rating
 - Show the locations of the listed assemblies
 - Indicate accessibility compliance for structure
- _____ (6) **Wall Section**
- Detail showing construction from the footing to the roof line
 - Show the type and size of headers
 - Wall framing detail showing the type of framing materials

- _____ (7) **Floor Framing**
 - Detail showing the type, size and material of the floor framing

- _____ (8) **Roof Framing**
 - Detail the type, size and the material to be used for the roof framing

- _____ (9) **Plumbing Layout**
 - Provide a plumbing schematic showing the type of material, the size of the drain, waste and vent lines

- _____ (10) **HVAC and Electrical Layout**
 - Provide a HVAC layout, show fire/smoke damper locations
 - Provide HVAC load calculations. Provide equipment schedule
 - Provide electrical & lighting layout. All rooms with 2 or more fixtures require Bi-level switching. Provide lighting schedule, include lumens per watt.

- _____ (11) **Energy Code IECC 2012**
 - NEW CONSTRUCTION: Provide documentation showing compliance w/ IECC section C401.2 #1, 2 or 3.
 - EXISTING BUILDING: Additions, alterations and repairs to existing buildings require documentation showing compliance w/ IECC section C401.2.1 #1, 2 or 3.
 - COMcheck is an acceptable alternative. Free downloadable program www.energycodes.gov/comcheck

- _____ (12) **Handicap Accessibility**
 - Structure to meet Chapter 11 of the International Building Code and ICC/ANSI A117.1-2009 Standards.
 - Provide details on accessibility to the structure, handicap signage, handicap restrooms, accessibility through-out the structure and related devices.

- _____ (13) **Exterior Lighting (If no exterior lighting, please clearly note on plans)**
 - Cut-sheets for all exterior fixtures (pole & building mounted)
 - Pole height and details
 - Photometric site plan

- _____ (14) **Impact Fees**
 - To determine impact fee credits on existing structures addition or change of use provide the original floor plan showing square footage and use along with existing plumbing fixtures. **Public Works Department determines fees.**

- _____ (15) **Storm water, Driveway & Right-of-way Permits**
 - Visit our Public Works Department at <https://www.kalispell.com/268/Permits> to fill out the permits and then email them to publicworks@kalispell.com or drop them off at City Hall.