



Reviewing Firm:

	Date	Reviewer
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COMPLIES?	YES	NO

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**ARCHITECTURAL CHECKLIST**

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**General Plan Information and Guidelines for Review**

<input type="checkbox"/>			Survey				
<input type="checkbox"/>			Site Plan				
<input type="checkbox"/>			Key Plan				
<input type="checkbox"/>			Limits of Work For this Plan				
<input type="checkbox"/>			Original Signature by Arch./Eng of record				
<input type="checkbox"/>			Ink Seal by Arch./Eng. of record				
<input type="checkbox"/>			Revisions requires copy of original submittal drawings for comparison				
<input type="checkbox"/>			Exterior wall sections				
<input type="checkbox"/>			Room names				
<input type="checkbox"/>			Exit Paths to grade				
<input type="checkbox"/>			Show existing conditions				
<input type="checkbox"/>			Differentiate between existing/new construction				
<input type="checkbox"/>			Show new construction				
<input type="checkbox"/>			Existing/demolition floor plans				
<input type="checkbox"/>			Area/occupancy separations				
<input type="checkbox"/>			Revised dimensions of all changes				
<input type="checkbox"/>			Show removal/demolition				
<input type="checkbox"/>			Indicate drawings as " Reference Only"				
<input type="checkbox"/>			Maximum travel distances to an exit				



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<input type="checkbox"/>			Revised areas for all changes (schedules)				
<input type="checkbox"/>			Plans to conform to Commission on Chicago. Landmarks Requirements				

Revisions:

<input type="checkbox"/>			Use black ink only for revisions made to permit drawings				
<input type="checkbox"/>			The use of white-out for revisions to drawings is not acceptable				
<input type="checkbox"/>			All attachments to permit drawings must be non-removable				
<input type="checkbox"/>			Each revision must be "clouded/bubbled", indicated with a revision number, initialed and dated by the professional of record, or other person authorized by that professional with an attached, signed and sealed letter.				
<input type="checkbox"/>			Do not remove sheets from the original permit set. New sheets may be added to the original set. Original drawings or sheets which are no longer applicable shall be crossed out, marked "void", clouded, dated and initialed. Indicate replacement by sheet number and location.				

Height and Area Limitations

<input type="checkbox"/>		5[13-48-030]	Exceeds height or story limitations				
<input type="checkbox"/>		5[13-48-070] 5[13-48-080]	Exceeds maximum allowable area				



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<b>Provide Calculations</b>							
<input type="checkbox"/>		3[13-56-320]	Occupancy capacity				
<input type="checkbox"/>		10[13-160-210]	Exit capacity				
<input type="checkbox"/>		5[13-48-080]	Allowable building area increases				
<input type="checkbox"/>		10[13-160-150] & 10	Travel distance or exit capacity increases due to				
<b>Separations Between Occupancy Classifications</b>							
<input type="checkbox"/>		Table 3[13-56-280]	Adequate fire separation between mixed occupancies				
<input type="checkbox"/>		3[13-56-250]	Auxiliary use limited to 5% of principal use floor area				
<input type="checkbox"/>		3[13-56-250]	Loading spaces limited to 20% of floor area and must be separated from principal use.				
<b>Construction Type Restrictions</b>							
<input type="checkbox"/>		34[13-200-60]	Within the Fire Limits Type II or Type IV construction may not be erected for this use.				
<input type="checkbox"/>		34[13-200-60 (g & h)]	Allowable non-combustible Type II Construction, requires horizontal separation and fire resistance within the Fire Limits				
<input type="checkbox"/>		34[13-200-80]	Minimum requirements outside the Fire Limits				
<input type="checkbox"/>		34[13-200-70]	Frame Type IV Construction				
<input type="checkbox"/>			IV-A must be located min 3'-0" from interior lot lines and min 6'-0" from any other building on the lot.				



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<input type="checkbox"/>			<b>1 hour fire resistant exterior walls:</b> IV-B must be located min 6'-0" from interior lot lines and min 12'-0" from any other building on the lot.				
<input type="checkbox"/>			Mixed Construction types are reviewed under the most restrictive requirements				

**Combustible Construction Restrictions**

<input type="checkbox"/>			Combustible materials may not be used in any assembly with required fire resistance of 2 hours or more.				
<input type="checkbox"/>		7[15-8-325]	Fire resistance of wood structures exposed to the weather is <u>not</u> increased by fire-retardant treatment or intumescent coatings				
<input type="checkbox"/>		34[13-200-070]	New unprotected exterior wood construction must be located a min of 6'-0" from interior lot lines				
<input type="checkbox"/>		5[13-116-130](g)	Combustible veneers within the Fire Limits				

**Fire Resistance-Indicate Construction and Fire Ratings for:**

<input type="checkbox"/>		6[13-60-100]	Columns, walls, beams and ceilings				
<input type="checkbox"/>			Include U.L. numbers				
<input type="checkbox"/>			Exterior walls & interior partitions				
<input type="checkbox"/>		7[15-8-240]	Corridors				
<input type="checkbox"/>		7[15-8-140]	Stairwell enclosures				
<input type="checkbox"/>		7[15-8-180]	Stairwell/elevator openings				
<input type="checkbox"/>		7[15-8-240]	Area separations				
<input type="checkbox"/>		7[15-8-190]	Heating plant/boiler room				
<input type="checkbox"/>		7[15-8-570]	Non-combustible firestopping				



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<input type="checkbox"/>		7[15-8-420 to 440]	Flame spread rating				



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**Exit Location and Arrangement 10[13-160-060]**

<input type="checkbox"/>		10[13-160-050]	Minimum of two exits required-See exceptions				
<input type="checkbox"/>		10[13-160-080]	Multiple required exits must be remote from each other				
<input type="checkbox"/>		10[13-160-210]	Additional exits required based on occupancy content				

**Exit Paths/Travel Distances**

<input type="checkbox"/>		10[13-160-100]	Exits must provide continuous, uninterrupted egress between stories and to a public way				
<input type="checkbox"/>		10[13-160-220]	Indicate corridor and exit path widths				
<input type="checkbox"/>		10[13-160-150]	Provide statement and show calculations if travel distance is increased				
<input type="checkbox"/>		10[13-160-140]	Exceeds allowable maximum travel distance				
<input type="checkbox"/>		10[13-160-160]	Dead end corridors limited to 50% of allowable travel distance				

**Outside Exits**

<input type="checkbox"/>		10[13-160-270 ] ( c )	Revolving doors limited to 50% of required outside exits				
<input type="checkbox"/>		10[13-160-030]	Required means of egress must be continuous to the outside at grade				
<input type="checkbox"/>		10[13-160-230]	Outside exits at grade must lead to a public way				
<input type="checkbox"/>			Must be at least as wide as the cumulative width of all exits leading to it-min 36"				



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<b>Exit Doors</b>							
<input type="checkbox"/>		10[13-160-220]	Indicate door types, widths, fire resistivity/label and closers				
<input type="checkbox"/>		10[13-160-260]	Exit doors must be keyless in the direction of egress				
<input type="checkbox"/>		10[13-160-250]	Exit doors must swing in the direction of egress( see exceptions)				
<input type="checkbox"/>		10[13-160-250]	Open doors must not project into a public way				
<input type="checkbox"/>		10[13-160-200]	Doors opening onto a stair landing must maintain 75% of the required stair exit width				
<b>Exit Stairs</b>							
<input type="checkbox"/>		10[13-160-300]	Indicate stair widths, risers, treads and handrails				
<input type="checkbox"/>		10[13-160-220](b)(1)	Minimum 44" width total occupancy over 50 people above grade level				
<input type="checkbox"/>		10[13-160-320]	Stairs 44" or wider must have handrails on both sides				
<input type="checkbox"/>		10[13-160-300]	Winders not permitted				
<input type="checkbox"/>		10[13-160-310](a)	Maximum vertical rise of flight of stairs may not exceed 120"				
<input type="checkbox"/>		10[13-160-310] (b)	Length of landing not less than the width of stairs, but minimum 4'-0"				
<input type="checkbox"/>		7[15-8-180]	All openings in required stairwells must be essential to exiting				
<input type="checkbox"/>		10[13-160-330] ( c )	Stair must have solid risers, treads and platforms				
<input type="checkbox"/>		10[13-160-330] (e)	Closets or storage space not allowed below stairs				



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<input type="checkbox"/>		10[13-160-330]	Stairs must be entirely non-combustible :				
<input type="checkbox"/>			Buildings of Types 1-A, 1-B, 1-C and II construction				
<input type="checkbox"/>			Buildings four or more stories in height				
<input type="checkbox"/>			Occupancy content of more than 40 persons above or below the grade floor level				
<input type="checkbox"/>		10[13-160-330] (b)	Where combustible construction is allowed, the underside of stairs must have one hour fire resistance				
<input type="checkbox"/>		10[13-160-040] (d)	Exterior stairs				
<input type="checkbox"/>			Limited to 50% of required interior stairways				
<input type="checkbox"/>			Limited to 30 feet above grade				
<input type="checkbox"/>		7[15-8-324]	Open wood stair must be 6'-0" from interior lot line				
<input type="checkbox"/>		7[15-8-324]	Non-combustible open stair may be located on lot line				

**Safety Glazing**

<input type="checkbox"/>		33[13-124-350]	Doors, side lights, glazed panels				
<input type="checkbox"/>		34[13-200-280 or 7[15-8-520]	Skylights				
<input type="checkbox"/>		33[13-124-320]	Safety Glazing: Minimum 3'-0" high				

**Guardrails**

<input type="checkbox"/>			At edges of floors, balconies, mezzanines, porches or decks with min. 2'-0" drop				
<input type="checkbox"/>			At operable windows with sill less than 2'-0" above floor and with min. 2'-0" drop				
<input type="checkbox"/>			At areaways exceeding 3'-0" in depth				



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**Building Projections**

<input type="checkbox"/>		5[13-116-030]	Limited to 1/3 of distance to interior lot lines beyond main building walls				
<input type="checkbox"/>		32[13-128-100]	Limited to 2'-0" over exterior lot lines , minimum 12'-0" above sidewalk, and 5% of wall area				
<input type="checkbox"/>		32[10-28-010]	Balconies, etc. over public way require City Council authorization				
<input type="checkbox"/>		7[15-8-300] (a)	Cornices on buildings exceeding 40 ft. in height must be non combustible				
<input type="checkbox"/>		7[15-8-300](b)	Combustible cornices (except Single Family) less than 3'-0" from interior lot lines must be covered with non-combustible materials				
<input type="checkbox"/>		32[13-128-090]	Foundation encroachment in public way				

**Penthouses**

<input type="checkbox"/>		7[15-8-530]	Enclosing mechanical equipment and stairs only; no habitable or storage space				
<input type="checkbox"/>		7[15-8-530] (b)	May not exceed 1/3 of roof area				
<input type="checkbox"/>		7[15-8-530](c)	Walls less than 5'-0" from perimeter must have the same fire resistance as exterior wall				
<input type="checkbox"/>			Must meet definition				



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**Mansard and Sloping Walls/Roofs**

<input type="checkbox"/>		7[15-8-909]	Any enclosing building surface exceeding 75 degrees with the horizontal must maintain the fire resistance of exterior walls				
<input type="checkbox"/>		7[15-8-540]	Any sloping roof surface exceeding 60 degrees but less than 75 degrees with horizontal must comply with applicable roof requirements				
<input type="checkbox"/>			Type III buildings exceeding 40 ft in height require 1 hour non-combustible or fire retardant wood construction				
<input type="checkbox"/>		7[15-8-210] (c)	Heating plants or steam boilers-2 hr enclosure				
<input type="checkbox"/>		9[15-8-240](b)	Storage rooms exceeding 100 sq.ft - 2 hr enclosure				

**Weather Protected Entries**

<input type="checkbox"/>		7[15-8-323]	A covered, unheated entry not exceeding 50 sq.ft				
<input type="checkbox"/>			Must be constructed not less than 6'-0" from any other structure on the lot				
<input type="checkbox"/>			May be constructed as close as 1'-0" to interior lot lines				

**Special Enclosures**

<input type="checkbox"/>		7[15-8-210] (c)	Heating plants or steam boilers- 2 hr enclosure				
<input type="checkbox"/>		7[15-8-240](b)	Storage rooms exceeding 100sq.ft- 2 hr enclosure				



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**ARCHITECTURAL PLAN EXAMINATION**

**Assembly/Special Height Limitations**

<input type="checkbox"/>		3[13-84-040(c)]	No seating level of assembly rooms with capacity of more than 300 persons shall be at a level more than 20'-0" above grade except in buildings of types 1a or 1 b construction				
<input type="checkbox"/>		3[13-84-040(c)]	No assembly occupancy shall be at a level more than 20'-0 below grade in buildings of type 1a or 1b construction nor more than 10'-0" below grade in buildings of other construction types				

**Assembly Special Enclosures and Separation**

<input type="checkbox"/>		3[13-84-050(a)]	Assembly rooms with capacity of more than 300 - 2 hours				
<input type="checkbox"/>		3[13-84-050(b)]	Assembly rooms with capacity of not more than 300 - 1 hour				
<input type="checkbox"/>		3[13-84-050(c)]	Public corridors - 1 hour				
<input type="checkbox"/>		3[13-84-240(b)]	Storage rooms greater than 100 sf - 2 hours				

**Assembly Special Exits**

<input type="checkbox"/>		3[13-84-170]	Minimum number of exits				
<input type="checkbox"/>		3[13-84-190]	Location of exits				
<input type="checkbox"/>		3[13-84-200]	Exit connections				
<input type="checkbox"/>		3[13-84-210]	Exit courts and passageways				
<input type="checkbox"/>		3[13-84-270]	Waiting spaces				
<input type="checkbox"/>		3[13-84-230]	Aisles and seating				



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<input type="checkbox"/>		3[13-84-270]	Ramps and Steps				
<input type="checkbox"/>		3[13-84-260]	Exits from stage blocks				
<input type="checkbox"/>		3[13-84-270]	Fixed seating more than 200 seats				
<input type="checkbox"/>		3[13-84-240]	Railings				

**Assembly/Interior Walls and Ceilings**

<input type="checkbox"/>		7[15-8-420(e)]	Capacities exceeding 100 persons - class 1 interior wall and ceiling finishes				
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**Assembly/Stairs**

<input type="checkbox"/>		10[13-160-310(a)]	Vertical rise may not exceed 9'-0"				
<input type="checkbox"/>		10[13-160-320(b)]	Ends of wall mounted handrails must return to walls				
<input type="checkbox"/>		10[13-160-330(a2)]	Must be non-combustible construction				

**Assembly School Type and Classification**

<input type="checkbox"/>		3[13-56-100]	Class-3 School Type and classification. Note school type and classification				
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**Assembly/Theaters/Aisle and Seating**

<input type="checkbox"/>		3[13-84-230]	Every aisle must lead to a door or other aisle				
<input type="checkbox"/>		3[13-84-230]	Provide transverse aisles at rear of every seating level				
<input type="checkbox"/>		3[13-84-230]	Provide transverse aisles every 12 feet vertically				
<input type="checkbox"/>		3[13-84-230]	Maintain 36 inch minimum aisle width with seats on both sides				
<input type="checkbox"/>		3[13-84-230]	Maintain 30 inch minimum aisle width with seats on one side				



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**Assembly/Theaters/Railings**

<input type="checkbox"/>		3[13-84-240]	Maintain 30 inch high rail at edge of balcony along seats				
<input type="checkbox"/>		3[13-84-240]	Maintain 36 inch high rail at end of balcony aisles				

**Assembly/Theaters/Projection Rooms**

<input type="checkbox"/>		3[13-84-120]	Enclose with 2 hour fire protection				
<input type="checkbox"/>		3[13-84-120]	Self-closing class b fire doors				

**Business/Mercantile/Enclosures and Separation**

<input type="checkbox"/>		7[15-8-240]	Multi-tenant floors must be separated by 2 hour fire rated partitions as follows				
<input type="checkbox"/>			Unsprinkled - maximum 10,000 sf area				
<input type="checkbox"/>			Sprinkled - maximum 20,000 sf area				
<input type="checkbox"/>			Area separations may be eliminated when an approved sprinkler system is installed				

**Business/Mercantile/Interior Finishes**

<input type="checkbox"/>		7[15-8-420(e)]	Class 1 interior wall and ceiling finishes required for mercantile exceeding 100 persons				
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**General/Finish Classification**

<input type="checkbox"/>			<b>Please provide the following on building application:</b>				
<input type="checkbox"/>			Construction classification				
<input type="checkbox"/>			Volume				
<input type="checkbox"/>			Architect's name				
<input type="checkbox"/>			Occupancy				



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**Hazardous Use/Special Fire Separation**

<input type="checkbox"/>		3[13-56-280]	Special Fire Separation. 4 hours				
<input type="checkbox"/>		3[13-56-280]	Separation from allowable adjacent occupancies. 4 hours: If sprinkled from two source water supply with emergency power - 3 hours				
<input type="checkbox"/>			4 hours: no openings except in ground or first story or as noted in 3[13-112-100]				

**Hazardous Use/Auxiliary Business Use**

<input type="checkbox"/>		3[13-112-080]	Auxilliary Business Use. Business offices limited to maximum of three people				
<input type="checkbox"/>		3[13-112-080]	Dry cleaning building safety clearances 4[15-24-920]				

**Hazardous Use/Level Location Limitations**

<input type="checkbox"/>		3[13-112-130]	Special Level Location Limitations. Basement rooms prohibited for this use				
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**Hazardous Use/special Exits**

<input type="checkbox"/>		3[13-112-250]	Unprotected openings not allowed within 24'-0" of an exit route				
<input type="checkbox"/>		3[13-112-250]	Travel distance - maximum 75'-0"				
<input type="checkbox"/>		3[13-112-250]	Every room or space shall have one or more exits according to floor area or size				
<input type="checkbox"/>		3[13-112-250]	Common use of vertical means of exit serving other occupancies not allowed				
<input type="checkbox"/>		3[13-112-250]	Exits from motion picture trial exhibition rooms must open only in the direction of exit				
<input type="checkbox"/>		3[13-112-250]	Must open to horizontal exit connection, vertical means of exit, or directly to outside				

**Institutional Elevators**



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<input type="checkbox"/>		3[13-80-100]	All elevators must meet the requirements of 3[13-80-100]				





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<b>Institutional/Construction Enclosure</b>							
<input type="checkbox"/>		3[13-80-030]	All construction must be non-combustible				
<input type="checkbox"/>		3[13-80-030]	Not permitted in III-c, IV-A, IV-B				
<input type="checkbox"/>		3[13-80-030]	1 hour construction continuous from floor slab to floor slab				
<input type="checkbox"/>		3[13-80-030]	20 minute label in 18 gauge steel frame				
<input type="checkbox"/>		3[13-80-030]	Fixed wire glass vision panels limited to 1296 square inches and maximum dimension of 4'-6"				
<input type="checkbox"/>			Special construction, enclosures, and separations special occupancies may not exceed 5000 sf				
<input type="checkbox"/>			Interior Partitions: Fire resistance equal to 1/4" safety glass in frames				
<input type="checkbox"/>			Doors: Fire resistance equal to 3/4 of wall in which they are installed				
<input type="checkbox"/>		10[13-160-330(a2)]	All stairs must be constructed entirely of non-combustible materials				
<input type="checkbox"/>		7[15-8-140]	All stairs must be constructed entirely of non-combustible materials - all interior stairways - 2 hour enclosure				
<input type="checkbox"/>		3[13-80-30(b)]	Maximum 12,000 sf per floor before 3 hour separation				

**Institutional/Room Requirements**

<input type="checkbox"/>		3[13-80-070(a)]	Minimum sleeping room areas				
<input type="checkbox"/>		3[13-80-090]	Must be above grade				

**Institutional/Ceiling Height:**

<input type="checkbox"/>		3[13-80-080]	All habitable rooms - minimum 8'-0"				
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**Institutional/Exit Widths**

<input type="checkbox"/>		10[13-160-220(a6)]	Door from patient bedrooms - minimum 44" and may not project into corridors				
<input type="checkbox"/>		10[13-160-220(b5)]	All stairs and corridors required as exits - minimum 44" except: corridors for patients - minimum 60"				
<input type="checkbox"/>		10[13-160-220(b7)]	Corridors from patient sleeping and treatment areas - minimum 8'-0"				

**Institutional/Interior Finishes**

<input type="checkbox"/>		[7[15-8-420]	All interior finishes - class 1				
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**Institutional/Nursing Homes and Shelters/Exits**

<input type="checkbox"/>		10[13-160-220(a5)]	All required exterior exit doors - minimum 44" width				
<input type="checkbox"/>		10[13-160-160]	Patient toilet room doors - minimum 36" width and must swing out (not into corridor)				
<input type="checkbox"/>		10[13-160-160]	An exit is required at each end of a corridor				
<input type="checkbox"/>		10[13-160-320(c)]	All patient corridors and passageways must have handrails on both sides				
<input type="checkbox"/>		10[13-160-320(c)]	Handrail height must be 2'-8" and return to the wall				

**Institutional/Nursing Homes and Shelters/Ceiling Heights**

<input type="checkbox"/>		3[13-80-080]	All habitable rooms - minimum 8'-0"				
<input type="checkbox"/>		3[13-80-080]	20 Percent of ceiling may be at minimum 7'-0"				
<input type="checkbox"/>		3[13-80-080]	Patient corridors - minimum of 7'-8"				

**Institutional/Nursing Homes and Shelters/Room Requirements**

<input type="checkbox"/>			Minimum 10'-0" clear room dimension				
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COMPLIES?	YES	NO

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**Institutional/Jails**

<input type="checkbox"/>		3[13-80-020]	Jails construction must be type IA, !B, or IC unless prisoner count is less than 10				
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**Misc/Garage Restrictions**

<input type="checkbox"/>			Type III garages must not exceed 800 sf and may be constructed to the interior lot line (over 800 sf is not				
<input type="checkbox"/>			Type IV garages must not exceed 600 sf and must be constructed a minimum of 2'-0" from interior lot lines				
<input type="checkbox"/>		5[13-116-130(h)]	Types II & IV garages within the fire limits may only be located on the same lot with a dwelling unit				
<input type="checkbox"/>		5[13-116-130(h)]	Types II & IV garages within the fire limits must not exceed 500 sf & must be constructed 3'-0" from interior lot lines				

**Misc/All Private Garages**

<input type="checkbox"/>			May not be erected on otherwise vacant lots (per zoning)				
<input type="checkbox"/>		28[13-176-070(a)]	Require 1 sf per vehicle relief openings (vents)				
<input type="checkbox"/>			May have maximum 8'-0" vehicle door height				
<input type="checkbox"/>			Must have non-combustible 2 hour floor construction				

**Misc/Detached Private Garages**

<input type="checkbox"/>			Minimum 6'-0" from another building on the lot				
<input type="checkbox"/>			One story with maximum 15'-0" garage height (per zoning)				
<input type="checkbox"/>			Must not block required minimum 36" wide exit path to public way				
<input type="checkbox"/>			Require swing pedestrian door exit				



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<b>Misc/Attached Private Garages</b>							
<input type="checkbox"/>			Must meet the setback and construction requirements of the building to which attached				
<input type="checkbox"/>			Must have 1 hr fire separation from interior & any building within 6'-0" on same lot				
<input type="checkbox"/>			Max. 21 sf door must be minimum 1 3/4" thick solid core wood with closer				
<input type="checkbox"/>			Minimum 8" high gas curb				
<input type="checkbox"/>			No openings to space with gas appliances are allowed				

**Misc./Porches**

<input type="checkbox"/>		7[15-8-320 & 34[13-200-260]	A new unheated, roofed, combustible porch must not exceed 150 sq. Ft. per dwelling and be located no less than 6'-0" from the building				
<input type="checkbox"/>			A new unheated, roofed, combustible porch must not project more than 10'-0" from the building				
<input type="checkbox"/>			A new unheated, roofed, combustible porch must be separated from the building by a fire rated wall				
<input type="checkbox"/>		34[13-200-070(b)]	A new unheated, roofed, combustible porch must not exceed 150sq. Ft. per dwelling and be located no less than 6'-0" to an interior lot line: may be constructed as close as 3'-0" to interior lot lines if: exposed wood construction is protected by a 1 hr fire resistant sidewall				
<input type="checkbox"/>		34[130-200-070(b)]	Must be constructed not less than 12'-0" from any other structure on the lot, may be constructed as close as 6'-0" with a 1 hour fire separation				
<input type="checkbox"/>			A new unheated, roofed, combustible porch must not exceed 150 sq. ft. per dwelling and be located no less than 6'-0" to an interior lot line: may be constructed as close as 3'-0" to interior lot lines if: exposed wood construction is protected by a 1 hr fire resistant sidewall				



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<input type="checkbox"/>		7[15-8-320] & 34[13-200-260]	Existing porches may be repaired/replaced in same location - same as existing				
<input type="checkbox"/>		7[15-8-320] & 34[13-200-260]	Enclosing existing porch must be min. 1 hr rated if less than 6'-0" from interior lot line				

**Misc./Decks**

<input type="checkbox"/>		7[15-8-321]	An unprotected combustible deck exceeding 400 sf must be located minimum 6'-0" from interior lot line				
<input type="checkbox"/>		7[15-8-321]	An unroofed, combustible deck not exceeding 400 sf and located closer than 6'-0" to an interior lot line: must be constructed not less than 6'-0" from any other structure on the lot				
<input type="checkbox"/>		7[15-8-321]	An unroofed, combustible deck not exceeding 400 sf and located closer than 6'-0" to an interior lot line: must be closed with a skirting if less than 5'-0" above the ground				
<input type="checkbox"/>		7[15-8-321]	An unroofed, combustible deck, not exceeding 400 sf must be constructed at least 3'-0" to interior lot lines				
<input type="checkbox"/>		7[15-8-321]	An unroofed, combustible deck not exceeding 400 sf may be constructed to the lot line if laid directly on the ground without an airspace below				
<input type="checkbox"/>		7[15-8-321]	If not exceeding 33 percent of total roof area, a combustible rooftop deck may be constructed to the face of a 2 hr non-combustible, 3'-0" parapet wall				
<input type="checkbox"/>		7[15-8-321]	Roof decking exiting must comply with 10[13-160-050(c to o)]				



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**Misc./Balconies**

<input type="checkbox"/>		7[15-8-310]	Balconies (construction supported only by the building) must meet the requirements of the construction type to which they are attached				
<input type="checkbox"/>			Balconies (construction supported only by the building) n open cantilevered balcony not larger than 100 sf				
<input type="checkbox"/>			An open, combustible, cantilevered balcony not larger than 100 sf: must be constructed not less than 6'-0" from any other structure on the lot				
<input type="checkbox"/>			An open, combustible, cantilevered balcony not larger than 100 sf: may be constructed as close as 3'-0" to interior lot lines				
<input type="checkbox"/>		32[10-28-010]	Building projections: Balconies, etc. over public way require City Council authorization				

**Misc./Tents and Canopies**

<input type="checkbox"/>		4[13-96-470]	All tents and canopies over 240sf require a building permit and require plans				
<input type="checkbox"/>		4[13-96-470]	All tents and canopies over 240sf must be erected by a tent erector licensed by the city				
<input type="checkbox"/>		4[13-96-470]	Plans for tents and canopies exceeding 600 sf must also be certified by a licensed architect or structural engineer				
<input type="checkbox"/>		4[13-96-470]	Permits for tents and canopies exceeding 400 sf must be applied for exclusively by the company responsible for erection (this responsibility shall not be delegated to any other person.)				
<input type="checkbox"/>		4[13-96-470]	Submit nfpa 701 certificate of fire resistance not more than 7 years old				



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<input type="checkbox"/>			Provide Site plan - location on property not less than 20'-0" from any other building or structure				





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<input type="checkbox"/>			Provide tent plan showing construction, location and width of aisles and exits and seating				
<input type="checkbox"/>			Provide tent plan showing construction, location and width of aisles and exits, and seating may be connected to a permanent building by means of a canopy				
		3[13-56-310]	Calculations for maximum occupancy:				
<input type="checkbox"/>		16[13-52]	Calculations demonstrating compliance with the wind resistance requirements				
<input type="checkbox"/>		16[13-52]	tents less than 600 sf may use a standard calculation sheet				
<input type="checkbox"/>			Tents more than 600 sf must submit exit & emergency diagrams for use greater than 48 hours				
<input type="checkbox"/>		16[13-52]	Calculations demonstrating compliance with the wind resistance requirements: tents more than 600 sf but less than 40 sf may use the appropriate calculation sheet				
<input type="checkbox"/>			Calculations demonstrating compliance with the wind resistance requirements: tents over 4000 sf or with spans over 30'-0" must submit complete structural calculations				
<input type="checkbox"/>			Calculations demonstrating compliance with the wind resistance requirements: conditional permits may be issued with reduced structural requirements for tent use restricted by specified maximum wind velocity (see calculation sheets).				
<input type="checkbox"/>			Identify location of toilet facilities on plans				
<input type="checkbox"/>		29[13-168-1390]	Provide calculations for temporary toilet facilities				
<input type="checkbox"/>		29[13-168-1390]	1 water closet for males and 1 water closet for females for				



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			each 300 persons of tent capacity				



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**Residential/ Construction Type Restrictions**

<input type="checkbox"/>		34[13-200-070](b)	Residential wood frame buildings to be located minimum 6'-0" from an interior lot line except:				
<input type="checkbox"/>		4[13-96-280]	Garages				
<input type="checkbox"/>			With 1 hr fire resistance min.3'-0" from lot line and 6'-0" from another building				
<input type="checkbox"/>		34[13-200-070](b)	With 1 hour on one side of wall and 2 hr. on other side of same wall, min. 2'-6" from lot line.				
<input type="checkbox"/>		34[13-200-080]	Type II must be min. 3'-0" from lot line and 6'-0" from another building				

**Special Enclosures**

<input type="checkbox"/>		7[15-8-240] (b)	Multiple Dwellings Storage Rooms greater than 100sq.ft. require 2 hour enclosure				
<input type="checkbox"/>		7[15-8-190]	Heating plant/boiler rooms serving more than 2 dwelling units require rated enclosure				

**Residential Exits**

Indicate by notes, dimensions or schedules:

<input type="checkbox"/>		10[13-164-30 & 40}	All exit doors must be operable from the inside without a key or special knowledge				
<input type="checkbox"/>		3[13-64-060]	Access through another dwelling unit not allowed				
<input type="checkbox"/>		3[13-64-060]	Exit through a bedroom, bathroom or toilet room is not allowed				
<input type="checkbox"/>		10[13-160-050]	Minimum number of exits required				
<input type="checkbox"/>		10[13-160-050]	Second exit (to grade) is required from all floors above the second				
<input type="checkbox"/>		10[13-160-220]	Multi-family outside exit doors must be minimum 36"				



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<input type="checkbox"/>		10[13-160-350]	Minimum clear headroom in stairways is 7'-0" except in two or less dwelling units 6'-8" is allowed				
<input type="checkbox"/>		10[13-160-220](b2)	All exit paths must be minimum 36" continuous to public way				

**Minimum Ceiling Heights**

<input type="checkbox"/>		3[13-64-050]	The minimum ceiling height in habitable rooms is 7'-6" except:				
<input type="checkbox"/>			Under sloping roofs, 50% of the floor area with ceiling above 5'-0" must meet minimum ceiling height.				
<input type="checkbox"/>			20% of room floor area may have 7'-0" min. ceiling height				
<input type="checkbox"/>		34[13-200-230](d)	In existing buildings 20% of room area may have 6'-8" min. ceiling height.				

**Minimum Room Areas**

<input type="checkbox"/>		3[13-64-040]	Single room used for cooking, dining and living-minimum 180sq.ft.				
<input type="checkbox"/>			At least one room- minimum 1150 sq.ft.				
<input type="checkbox"/>			Kitchens or dining space-minimum 60 sq.ft.				
<input type="checkbox"/>			All habitable rooms (including bedrooms)- minimum 70 sq. ft.				

**Natural Light and Ventilation**

<input type="checkbox"/>		12[13-172-060]	Natural Light and Ventilation				
<input type="checkbox"/>		3[13-64-070]	Required window area must be entirely above finished grade				
<input type="checkbox"/>			Provide a schedule listing room floor areas with the following required and actual areas:				



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<input type="checkbox"/>		3[13-64-030	Required ventilation-min. 2% of unoccupied basement floor area				
<input type="checkbox"/>		12[13-172-090](b)	Required ventilation-min.4% of the floor area being ventilated to be openable area to outdoors				
<input type="checkbox"/>		12[13-172-130]	Min. width of court and yards to be 3'-0" for height of 36'-0" and thereafter and additional 2" of width for each additional 1'-0" of height				
<input type="checkbox"/>		12[13-172-070]	Required natural light-min.8% of the floor area				
<input type="checkbox"/>		12[13-172-070] ( c ) & 12[13-172-090] ( c )	For borrowed light and ventilation for remote rooms:  Unobstructed opening to the adjoining room must be 8% of the floor area but not less than 25 sq.ft (light)				
<input type="checkbox"/>			Unobstructed opening to the adjoining room must be 8% of the floor area, but not less than 25 sq.ft. (ventilation)				
<input type="checkbox"/>		12[[13-172-060] ( c )	Multi-purpose room exception				

**Life Safety Detectors**

<input type="checkbox"/>		3[13-64-120]	Approved smoke detectors				
<input type="checkbox"/>			Within 15"-0" of every bedroom				
<input type="checkbox"/>			Minimum of one on every level				
<input type="checkbox"/>			At top of every enclosed stair				
<input type="checkbox"/>		3[13-64-190]	Approved carbon monoxide detectors				
<input type="checkbox"/>		3[13-64-210]	Not less than one in each residential unit within 40"-0" of every room used for sleeping				



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<input type="checkbox"/>			In the room containing a central heating unit				



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**Chimneys**

<input type="checkbox"/>		28[13-152-140]	<b>Must extend:</b>				
<input type="checkbox"/>			2'-0" above roof within 10'-0"				
<input type="checkbox"/>			3'-0" above roof at intersection				
<input type="checkbox"/>			2'-0" above ridge with roof slope greater than 15 degrees				

**Fireplaces must have:**

<input type="checkbox"/>		28[13-152-380]	An approved non-combustible spark arrestor (woodburning only)				
<input type="checkbox"/>		28[13-152-470]	A non-combustible hearth				
<input type="checkbox"/>		28[13-152-480]	An approved damper (woodburning only)				
<input type="checkbox"/>		28[13-152-490]	Min. 2" clearance from combustible construction				

**Exit Requirements- Single Family Units**

<input type="checkbox"/>		10[13-160-050] ( c )	Two exits required from basement, first or second floor over 1500sq.ft.				
<input type="checkbox"/>		10[13-160-220] (a2)	Exit door must be minimum 32" wide				
<input type="checkbox"/>		10[13-160-300]	Stairs may have maximum 8" risers , minimum 9" treads, minimum 36" width with 32" high handrails				
<input type="checkbox"/>		10[13-160-220] (b2)	Corridors must be minimum 36" in width				
<input type="checkbox"/>		3[13-64-090]	All stairs serving second floors must be interior stairways				
<input type="checkbox"/>		10[13-160-350]	Clear headroom in stairways is minimum 6'-8"				



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<input type="checkbox"/>		10[13-160-050](m) and (o)	Provide 2 exits from floors above 2nd floor unless complying with the noted exceptions				

**Dormers**

<input type="checkbox"/>		34[13-200-270]	Maximum area 2/3 of floor below				
<input type="checkbox"/>			Must be part of unit below, not separate unit				
<input type="checkbox"/>		5[13-48-030]	Maximum height to be either existing ridge or as allowed in Table				
<input type="checkbox"/>			Street facing wall minimum 24" from front of building				
<input type="checkbox"/>			Maximum 3 levels in Type IIIC, IVA, IVB or 4 levels Type IIIB				
<input type="checkbox"/>			Type IIIB or IIIC minimum 1 hour non-combustible				

**Change to Residential Occupancy**

<input type="checkbox"/>		34[13-200-160]	Existing stairways to be enclosed				
<input type="checkbox"/>			Boiler room/heating plants to be enclosed				
<input type="checkbox"/>		34[13-200-160] ( c, e )	Provide exit signs, egress lighting, fire alarms & extinguishing systems				
<input type="checkbox"/>			If height and area limitations are exceeded for residential use, an addition is not allowed				
<input type="checkbox"/>			Comply with High Rise code if over 80 feet high or IIIA construction over 55 feet				

**Residential/Increase Number of Dwelling Units**

<input type="checkbox"/>			1 additional unit:				
<input type="checkbox"/>			Max. 4 stories for Type IIIB or IIIC				
<input checked="" type="checkbox"/>			Max. 2 stories for Type IVA or IVB				
<input type="checkbox"/>			Min. ceiling height of 7'-6" (20% max. may be 6'-8")				





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<input type="checkbox"/>			2 or more additional units comply with all of the following				
<input type="checkbox"/>			1 hr. stairway enclosure for buildings 3 stories or less				
<input type="checkbox"/>			2 hr. stairway enclosure for buildings more than 3 stories				
<input type="checkbox"/>			13/4" solid core doors with rabbeted jambs for 3 stories or less				
<input type="checkbox"/>			Class B doors for more than 3 stories				
<input type="checkbox"/>			All stair and corridor doors to be self-closing				

**Additions** 34[13-200-250]

<input type="checkbox"/>			When floor area increases less than 25% of the original building, only new construction must comply with all codes for new construction				
<input type="checkbox"/>			When floor area increases <u>more</u> than 25% of original building, entire building must comply with new construction code				
<input type="checkbox"/>			Additional loads must be adequately supported				

**Rehabilitation Code**

<input type="checkbox"/>			Residential wood frame buildings may be located minimum 2'-6" from an interior lot line if:				
<input type="checkbox"/>			Located minimum 5'-0" from another building on the same lot				
<input type="checkbox"/>			Ground floor area does not exceed 1600 sq. ft				
<input type="checkbox"/>			Number of family units does not exceed three				
<input type="checkbox"/>			Exterior wall construction provides 1 hr. fire resistance on				



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<input type="checkbox"/>			one side and 2hrs. on the other side All windows are separated from windows of adjacent property by 6'-0"				



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**Intermediate Care Facilities**

<input type="checkbox"/>		3[13-64-020] (d)	<b>Must meet SFR requirements in addition to the following:</b> <b>Special Enclosure</b> All walls and ceilings must have 1 hour fire resistance but may terminate at ceiling				
<input type="checkbox"/>		3[13-64-050] (c)	<b>Special Ceiling Heights</b> All rooms-minimum 8'-0" except: Toilets, storage rooms and closets- minimum 7'-6"				
<input type="checkbox"/>		3[13-64-040] (f)	<b>Special Room Areas</b> Living, dining and activity rooms-min.30sq.ft.per resident (note # of residents)				
<input type="checkbox"/>		3[13-80-070]	Bedrooms must comply with institutional standards <b>Special Exits</b>				
<input type="checkbox"/>		10[13-160-050] (l)	Every floor used by residents must have two exits remote from each other  One of these must be an interior stairway, enclosed outside stairway, or horizontal exit				
<input type="checkbox"/>		10[13-160-220] (a 9)	All required exit doors must swing out and have min 3'-0" width				
<input type="checkbox"/>		3[13-64-090]	All stairs serving the second floor must be interior stairways				



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**Class C-3 Schools**

<input type="checkbox"/>		3[13-56-100]	Class C-3 Assemblies are school occupancies, School Types Type I, IB, II, III (a) (b) ( c )				
			<b>Frontage Requirements</b>				
<input type="checkbox"/>		3[13-84-030]	Provide required frontage open spaces per table 3[13-84-030]				
<input type="checkbox"/>		3[13-84-020] and 3[13-56-310]	Provide calculations for capacity of school				
			<b>Planning Requirements for Schools - Class C-3, Type and III</b>				
<input type="checkbox"/>		3[13-84-140](a)	Type I schools basement rooms for classroom or study rooms- maximum 2'-0" below grade				
<input type="checkbox"/>		3[13-84-150](b)	Type III schools, basement classrooms or study rooms- maximum 2'-0" below grade except that such classrooms may be up to 6'-0" below grade if they have direct outside exit.				
			<b>Maximum Distance from End of Corridor</b>				
<input type="checkbox"/>		10[13-160-160]	In type I schools may not exceed 20'-0"				
			<b>Day Care Centers</b>				
<input type="checkbox"/>		3[13-56-100](a)	2 to 6 year old 100 children or less OK to be either on 1, 2 or basement floor but not more than one floor .2nd floor use must be in fire resistive buildings.				
<input type="checkbox"/>		3[13-56-100] (b)	Under 2 of 30 children or less located on ground floor only (over 30 becomes institutional occupancy)				
<input type="checkbox"/>		3[13-160-100] ( c )	Under 2 and 2 to 6 that are combined into one facility of				



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COMPLIES?	YES	NO

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			100 children or less located on ground floor only.				



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<input type="checkbox"/>		3[13--56-100] and 3[13-84-150](a)	<b>Class C-3 , Schools</b> Ceiling heights: minimum 8'-0" with 20% of the ceiling may project not more than one foot below.				

**Comments**

- 1.)
- 2.)
- 3.)



Reviewing Firm: [REDACTED]

Project Name: [REDACTED]  
 Project Address: [REDACTED]  
 Application Number: [REDACTED]

	Date	Reviewer
Initial Review:	<span style="background-color: cyan; color: black;">[REDACTED]</span>	<span style="background-color: cyan; color: black;">[REDACTED]</span>
1st Review Meeting:	<span style="background-color: cyan; color: black;">[REDACTED]</span>	<span style="background-color: cyan; color: black;">[REDACTED]</span>
2nd Review Meeting:	<span style="background-color: cyan; color: black;">[REDACTED]</span>	<span style="background-color: cyan; color: black;">[REDACTED]</span>
COMPLIES?	YES	NO

## HOW TO COMPLETE THE CHECKLIST

Plan Sheet No.	Code Section	Description	Status	Comment	Critical	Not critical
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<span style="background-color: black; color: yellow;">■</span>	<span style="background-color: yellow; color: black;">[REDACTED]</span>	<span style="background-color: yellow; color: black;">[REDACTED]</span>	<span style="background-color: yellow; color: black;">[REDACTED]</span>	<span style="background-color: yellow; color: black;">[REDACTED]</span>		
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### Comments

- 1.) [REDACTED]
- 2.) [REDACTED]
- 3.) [REDACTED]

#### Top of the checklist

Fill out: Project Name  
 Project Address  
 Reviewing Firm: (Company Name)  
 Initial Review: (Date the review is performed and initials of the reviewer.)

The "1st Review Meeting" and "2nd Review Meeting" will be filled out by hand at each review meeting.  
 "COMPLIES?": "YES" will be circled when all items on the checklist are compliant.

#### Body of the checklist

**Check** only lines where there is an issue of code compliance.  
**Plan Sheet No.** : (List the plan sheet where the code issue needs to be addressed. If several sheets, list all sheets or the range of sheets.)  
**Code Section:** (The Code that the item references.)  
**Status:** Leave blank until the first review meeting. After discussing the non-compliant issue with the Design Team, the progress of the issue will be marked with a "C" for Complies or "NTC" for Needs to comply. Additional notes may be used to create an Outstanding Issues list for the next meeting.  
**Comments:** The comment needs to be detailed and the exact plan sheet must be referenced. If your comment does not fit within cell please reference the end of the checklist with "See comment #1".

The column "**Critical**" or "**Not Critical**" will be left blank.

#### Comments:

Enter comments that can not fit within the cell here.