

NEW COMMERCIAL BUILDING - SUBMITTAL REQUIREMENTS

Plans must be drawn to scale, contain definitions for legends used, be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to applicable code requirements, laws, ordinances, rules and regulations as for the State Of Oregon and The City of Medford.

- All of the items listed below are required at time of submittal.
 - Is the building more than 4000 sq.ft.? Yes No Yes requires Engineer or Architect stamp and signature.
 - Three (3) sets of drawings are required.
 - Minimum drawing size of 18x24 and all drawings must be to scale.
 - Engineering SDC form may be filled out at time of submittal.
 - Architect Review Completed? Yes No (If no, contact Planning Dept. 774-2380).
 - Is this building in a flood plane? Yes No (Yes answer requires Elevation Certificate)
 - When Fire Sprinklers are new or modified, the fire sprinkler information and alarms are a “Separate Submittal” to this office.
 - Notarized letter of authorization from owner.
 - Signs are a separate submittal, and are submitted to the Planning Department.
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- 1. *Cover Drawing
 - 2. Site Plan
 - 3. Vicinity Map
 - 4. Civil Drawing
 - 5. Foundation Plan(s)
 - 6. Floor Plan(s)
 - 7. Framing Plan(s) or provide information on another plan
 - 8. Building cross section(s)
 - 9. Exterior elevations
 - 10. Roof plan
 - 11. Two (2) copies of reduce site plan (8 1/2x11 or 11x17)
 - 12. Two (2) copies of reduce floor plan(s) (8 1/2 x11 or 11x17)
 - 13. Two (2) copies of the structural calc.
 - 14. One (1) copy of the book specification (prefer specifications as part of a document package.
 - 15.*Plumbing information/drawings (When Plumbing work is to be performed)
 - 16.*Mechanical information/drawings (When Mechanical work is to be performed)
 - 17.*Electrical information/drawings (When Electrical work is to be performed)
 - 18. Landscape drawings

Note: Restaurant kitchen drawings required for new or modified kitchens. Health Department plan approval letter required prior to issuance of permits.

* Additional information required- See additional information per drawing title attached.

Cover Drawings

(Will have as follows:)

- 1. Project Data:
 - Construction Type
 - Occupancy Type
 - Building square footage. Multi floor buildings-show square footage per floor.

- 2. Drawing Index:
 - Showing all drawings submitted.

- 3. Project Directory:
 - General contractor and sub contractor (electrical, mechanical & plumbing) information if available at time of submittal.

- 4. Parking Requirements

- 5. Symbols legend

- 6. Height of building

- 7. Code Information:
 - 2007 Oregon Structural Specialty Code
 - 2007 Oregon Mechanical Specialty Code
 - 2008 Edition State of Oregon Electrical Specialty Code
 - 2008 Edition State of Oregon Plumbing Specialty Code