

SUBMITTAL GUIDELINES



CITY OF MEDFORD
Building Safety Department
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Medford, OR 97501

CONTACT INFORMATION
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Commercial Plans

*This document provides guidelines for applicants submitting commercial plans. The documents required to be submitted may vary from project to project since projects are unique. As such, **these are guidelines, and all of the items listed below MAY NOT be needed for every submittal**; also, there may be additional information required. These guidelines apply primarily to Building Department Requirements.*

MINIMUM ITEMS REQUIRED AT TIME OF SUBMITTAL:

- Building Permit Application:** ALL applicable sections to be filled out.
- Property Use Description Form (A or B)**
- Letter of Authorization**

MINIMUM ITEMS REQUIRED PRIOR TO START OF REVIEW:

- Plans and Associated Design Documents (See Design Documents Section Below):**
- Plan Check Fee**

ADDITIONAL ITEMS THAT MAY BE REQUIRED:

- Permit Applications (all items filled out)**
 - [Phased permit Form](#)
 - [Deferred Submittal Form](#): for any deferred items such as Plumbing, Mechanical, etc.
 - [Demolition](#)
 - [Fire Alarm and Sprinklers](#) separate application and permit process
 - Landscape Irrigation Backflow (part of a separate Plumbing permit)

- Health Department Approval**
- Mall Approval:** please provide stamped plans and/or a letter / email from mall manager
- Revision Checklist**
- Other(s):** _____

PLANNING DEPARTMENT REQUIREMENTS:

- If Architectural Review has not been completed or structure is in the Historic District, please contact Planning at (541) 774-2380.
- Sign Applications – apply through the Planning Department.
- Flood Development Application: required if the building is in a flood plain

ENGINEERING (PUBLIC WORKS) DEPARTMENT REQUIREMENTS:

- Contact Engineering for Public Improvement Plan submittals at (541) 774-2100

DESIGN DOCUMENT SUBMITTALS (PLANS, CALCULATIONS, ETC.):

General Requirements:

- ProjectDox Electronic Submittal:** all design documents are required to be submitted electronically through ePlan. Please see [Electronic Plan Review \(ePlan\)](#).
- File Formatting:** all plans are required to be formatted per [Submittal Guidelines - File Formatting Requirements](#)
- Engineer or Architect Stamped and Signed Documents:** for the requirements of when design documents are to be stamped, see the [Information Handout for When a Registered Design Professional is Required](#).
- General Plan Submittal Requirements:** see [Plan Submittal Guidelines](#)

Cover Sheet(s)

- Project Data**
 - Description of work to be performed and intended results
 - Contacts
 - Code Analysis: This may be on a separate page
 - Occupancy Classification
 - Type of Construction
 - Fire resistance rating and protection
 - Means of egress, etc...
- Drawing Index/Materials and symbols**
- Vicinity Map**
- Referenced codes and standards**

Architectural and Structural Documents: see **General Requirements** above.

- Project Specifications:**
- Architectural**
 - Elevations
 - Floor Plan
 - Building/wall sections
 - Details/schedules
 - Reflected ceiling plan
 - Roof plan
 - Structural
 - Plumbing, Mechanical, Electrical
 - Manufacturer's Specifications and Recommendations
- Project Calculations:** for design criteria, see [Information Handout for Design Criteria](#)
 - Structural Design
 - Pre-Manufactured structural calculations
 - Trusses
- Special Inspection:**
 - Statement of Special Inspection: Statement of Special Inspection
 - Special Inspection Agreement: see [Special Inspection and Testing Agreement](#)
- Geotechnical Report:** see the [Building Safety Department Policy Requiring Geotechnical Investigation](#)
- Envelope and COMcheck:** see [Oregon Building Codes Division](#)
- Site Plan:** see [Information to be Provided on Site Plans](#)
- Demolition Plan**
- Foundation Plan**
- Structural Plans**
- Pre-manufactured structure:** required to be supplemented with additional design – foundation, etc.
- Prefab OAR**
- Electrical Plans and Schedule**
- Mechanical Plans**
- Plumbing Plans**
- Landscape**
- Irrigation**

Civil Documents: see **General Requirements** above.

- Project Specifications**
 - Including O&M Manual
- Project Calculations**
 - Water detention and treatment
- Site Plan, Grading Plan, Drainage Plan**