



City of Medford Building Safety Department

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BUILDING CODE SUMMARY WORKSHEET (FOR NEW CONSTRUCTION)

This form details the minimum information we need in order to review your project for compliance with fire and building codes. To expedite your review, we recommend that this worksheet be completed and submitted with your building plans.

For more complicated buildings, additional information may be needed. You may be asked to include a full sized sheet with the drawing set, detailing the information. The code summary is intended to be an integral part of the drawings on more complex new construction, and those specific pages shall be designated as CS (Code Summary) sheets.

BUILDING CODE EDITION: _____

SECTION I – BUILDING OCCUPANCY

Identify occupancy classification group(s) (<i>i.e. B, M, H-4, etc.</i>):	
List occupancy separation ratings required (<i>i.e. B to S-3 = 1 hr</i>), include both horizontal and vertical separations:	to = hr(s) to = hr(s)

SECTION II – BUILDING CONSTRUCTION

List construction type(s) (<i>I-FR, III-N, V-1hr, etc.</i>) used in the design:		
	Allowed:	Proposed:
Building height (<i>per OSSC Table 5-B</i>):		
Number of stories (<i>per OSSC Table 5-B</i>): Are sprinklers used to increase stories? (Yes / No)		
Is there a basement? (Yes / No) If yes, list square footage of basement:		

Fire Resistive Requirements (<i>per Table 6-A</i>):	Rating Req'd:	Rating Provided:	Assembly No.
Bearing walls – exterior:			
Bearing walls – interior:			
Nonbearing walls – exterior:			
Structural Frame:			
Partitions – permanent:			
Shaft Enclosures:			
Floors and Floor-Ceilings:			
Roofs and Roof-Ceilings:			
Stairways:			

Fire Resistance of Exterior Walls Facing Property Lines: <i>(per OSSC Table 5-A)</i>	Rating:	Opening Protection:
(List wall and distance to property line): 1. 2. 3. 4.	_____ _____ _____	_____ _____ _____

SECTION III – BUILDING AREA: “ALLOWABLE” AND “ACTUAL”

If there are multiple construction types, or if an area separation wall divides the building, provide a separate analysis for each area. Repeat as necessary.

ALLOWABLE areas for each proposed occupancy:	Occupancy 1:	Occupancy 2: <i>(as applicable)</i>	Occupancy 3: <i>(as applicable)</i>
Base allowable floor area <i>(per Table 5-B)</i> :			
Area increase for multi-story buildings			
Area increase for yards: List which yards and the width of each yard: 1. 2. 3. 4.			
Area increase for sprinklered buildings:			
Total ALLOWABLE floor area:			

PROPOSED area of the building per floor:	Occupancy 1:	Occupancy 2: <i>(as applicable)*</i>	Occupancy 3: <i>(as applicable)*</i>
First Floor:			
Mezzanine:			
Second Floor:			
Other floor(s):			
Total area per occupancy:			
TOTAL AREA OF BUILDING:			

**If there is more than one occupancy group in the building, provide a “Sum of the Ratios” calculation (per OSSC section 505) to show that the proposed building is not over area:*

SECTION IV – BUILDING EXITING

Number of exits from each level (as applicable):	Required:	Proposed:
Basement:		
First Floor:		
Mezzanine:		
Second Floor:		
Other:		

SECTION V – BUILDING FIRE DETECTION AND SUPPRESSION

	Provided: (Yes / No)	Required per: (list OSSC section)	Type/Class/Areas of coverage:
Fire alarm system:			
Smoke detection system:			
Sprinkler system:			
Standpipe system:			

SECTION VI – OCCUPANCY VENTILATION REQUIREMENTS PER OSSC CHAPTER 12

Room:	Ventilation occupant load	Required cfm of outside air per person or sq. ft.	Total outside air required per Table 12-A	Amount of outside air provided per room

SECTION VII – ENERGY CODE REQUIREMENTS

Method used to conduct the Energy Code analysis: _____

Note: Oregon Energy Code Compliance Forms are required:

SECTION VIII – PLUMBING FIXTURE COUNT PER CHAPTER 29

Occupancy/Area:	Plumbing Occupant load factor:	Plumbing Occupant Load	Water closets		Lavatories	
			Male	Female	Male	Female
Total number of fixtures		Required:				
		Provided:				
Number of drinking fountains: required vs. provided:						

SECTION IX – CODE SUMMARY FLOOR PLAN(S)

Provide a basic floor plan for each level, showing partitions, stairs, doors with door swings, relites, fixtures, etc. Minimum scale is 1/16" = 1'0".

1. Clearly label the following:
 - a.) Use of each room or area (e.g. office, sales, woodshop, etc.)
 - b.) Occupancy group classification for each room or area.
 - c.) Floor area of each room or area.
 - d.) Occupant load factor used for each room or area.
 - e.) Occupant load of each room or area.

2. Graphically show the extent and rating of any area separation walls.
3. Graphically show the extent and rating of any occupancy separation walls.
4. Graphically show the extent and rating of any other rated assemblies, such as corridors, exit passageways, shafts and stair enclosures.
5. Show an Emergency Egress Path, including the required width. Indicate how minimum light levels will be met, and how backup power (if required) is supplied.
6. Provide an exit sign layout plan that meets the requirements of OSSC 1003.2.8.2.
7. Indicate any doors that are provided with panic hardware and/or magnetic hold-opens.
8. Provide manufacturer specifications and detailed drawings of all firestopping applications where penetrations of fire rated assemblies will be made for electrical, mechanical, plumbing and communication conduits, pipes and similar systems.

SECTION X - APPEALS

List all appeals that pertain to your permit.

1. Provide the Appeal number and date heard.
2. Provide the Code section appealed and information on the proposed design that was granted or required.