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# COMMERCIAL PLAN REVIEW SUBMITTAL CHECKLIST

This document has been prepared to assist applicants with the commercial building permit application process. Prior to issuing a building permit for a commercial construction project, Building Inspections staff must complete a building code review of required construction documents. Construction documents must demonstrate code compliance thru graphic representation of the structural design, means of egress, fire protection, and life safety characteristics of a commercial construction project.

## **GENERAL REQUIREMENTS:**

- All projects must include a project narrative describing the complete project scope of work, including the business or tenant that will be occupying the building.
- The address and name of the business to occupy the building or space must be provided if known. For projects including multi-tenant buildings, the tenant unit/suite number and location of each tenant space must be identified on a plan showing the location within the building.
- Plans must be submitted as PDF files and must be scaled.
- Building Plans designed by an architect and structural plans designed by an engineer must be signed, sealed, and dated by a North Dakota licensed/registered, architect/engineer.

**CODE PLAN:** (A code plan is a summary of general building code characteristics of the proposed project and must include the following information.)

- List the applicable codes and standards used in the design of the project
- Listing of the building occupancy classification and use groups
- Separated or Non-separated use; include hourly rating of occupancy separation if applicable
- Type of construction; include hourly rating of building elements and fire separation distance (FSD) if applicable. (Alteration and addition projects must also include this information for the existing building)
- Building height and area calculations, including number of stories above and below grade
- Fire protection features such as fire suppression details (sprinkled or non-sprinkled), standpipes, fire detection, Alarms, smoke control, emergency lighting, and emergency power.
- Design occupant load of the building; including calculations and occupant load counts for each area.

## **BUILDING PLAN:**

- Complete building elevations of all sides of the proposed structure including the location of windows, doors, projections, equipment serving the building, and location of proposed adjacent grade plane.
- Complete floorplan of each floor and roof, including fixture and equipment layout.
- Identify the use of each room or space.
- Identify compliance with the means of egress requirements; including but not limited to, the number of required exits, the common path of egress, travel distance, exit width, number of occupants dedicated to each exit, location of exit signs, location of emergency lights, areas of refuge, elevators, and accessible routes.
- Identify the location and hourly rating of fire-resistance rated assemblies; including but not limited to, exterior walls, fire walls, fire barriers, horizontal assemblies, shafts, fire partitions, smoke barriers, and smoke partitions.
- Provide COMcheck building envelope compliance certificate for all system components.

**STRUCTURAL PLAN:** (Structural plans must be signed and stamped by a North Dakota registered engineer when the design of the building components exceed the limitations of conventional light framed construction.)

- Identify the use of all spaces and provide the location of all doors, windows, stairs, plumbing fixtures, built-ins, appliances, and any other relevant information.
- Identify the square footage of all finished/unfinished areas, covered/uncovered decks, and covered/uncovered patio or entry.
- Provide cross sections, wall sections, and detail sections describing the building construction including depth of footing below finished grade.
- Location of fire-resistant rated construction including cross section and details of all fire-resistance rated assemblies.
- General structural notes including the climatic and geographic design criteria used in the design of the project; including but not limited to, design live and dead loads, wind load, snow load, exposure, frost depth, and applicable geotechnical information.
- Engineered truss layout showing the placement of floor and roof trusses, location of glu-lams, girder trusses, bearing walls, columns, and posts.
- Foundation plans must include dimensions of quantity and location of reinforcement as well as shear wall and hold-down location

**MECHANICAL PLAN:**

- Show location of all mechanical equipment, ductwork, registers, exhaust outlets, air intake, fire dampers, smoke dampers, ceiling radiation dampers, and combination fire/smoke dampers.
- If the project includes any commercial kitchen appliances, include details of all Type I & Type II hoods. Show all hood construction details, clearances, ducting, and termination information.
- List equipment fuel loads (BTU/AMPS) and total CFM capacity.
- Provide COMcheck mechanical compliance certificate for all system components.

**PLUMBING PLAN:**

- Show the location of all plumbing fixtures.
- Provided the minimum number of plumbing fixtures (based on occupant load and use)

**ELECTRICAL PLAN:**

- Show the location of service entrance including meter and panel location.
- Provided complete panel schedules with loads.
- Provide COMcheck electrical compliance certificate for all system components.

**SPECIAL INSPECTIONS:** In accordance with the Special Inspection Requirements of the building code, it may be necessary for third party special inspectors to be employed to inspect such things as soils, concrete strength, steel reinforcing placement, structural welding and bolting, spray-on fireproofing, truss bracing, structural masonry construction, smoke control systems, pilings, caissons and/or other inspections as deemed necessary by the Architect and/or Engineer of record.

**ADDITIONAL REQUIRED REVIEWS:** Some projects require pre-approval by other departments or divisions before a building permit can be issued. Typical examples include, but are not limited to:

**Special Flood Hazard Area Review:** A floodplain development application and supporting documentation must be submitted to the Building Inspections Division and approved by the Floodplain Administrator prior to development within any special flood hazard area. Please contact the Floodplain Administrator at 701-355-1467 if you have questions about the floodplain development application and review process.

**Site Plan Review:** A site plan must be approved by the City of Bismarck Engineering Department before a building permit can be issued for the construction of a commercial building located in the City of Bismarck and City of Bismarck ETA. Please contact the City of Bismarck Planning Division at 701-355-1840 if you have questions about the site plan application and review process.