

# COUNTY OF SUMMIT, OHIO

Ilene Shapiro, Executive

Building Standards Division · [buildingstandards.summitoh.net](http://buildingstandards.summitoh.net)

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## **COMMERCIAL PLAN REVIEW SUBMITTAL CHECKLIST:**

### **SUBMIT "2" COMPLETE SETS for BUILDING PLAN REVIEW:**

### **CONTACT the LOCAL ZONING ADMINSTRATOR FOR SPECIFIC SITE REVIEW PROCESS**

- Completed commercial plan review application form
- Correct project address (verify with local zoning department) and zoning certificate
- Permanent parcel number

### **SITE PLAN:**

- Topographic site plan; indicating elevations and finish grade (minimum legible scale)
- Include all property lines, building locations and easements for the entire parcel

### **ARCHITECTURAL / STRUCTURAL DRAWINGS SHALL INCLUDE THE FOLLOWING:**

- Code data including; construction type, use group(s), mixed use(s) and separation ratings
- Soil bearing; geo-technical analysis and report (**42" local frost depth**)
- Truss documents shall be "**sealed**" and include all bracing requirements and details
- General specifications / structural design parameters / designed live and dead loads
- Details of all rated assemblies
- Fire separation assemblies / fire resistance ratings
- Door hardware function
- Fire-stopping and penetration details; include UL design / manufacturer
- Means of egress and all associated components; door sizes, widths, emergency / exit lighting
- Occupant load; square footage method and circulation details (gross and net calculations)
- Design professional of record shall provide statement of special inspections

### **MECHANICAL, ELECTRICAL and PLUMBING PLAN REVIEW:**

- Electrical one-line diagram; overcurrent protection, wire size, disconnects and grounding
- Complete plumbing documents; include drain, waste and vent pipe sizing and location
- Complete mechanical specifications; outdoor ventilation air requirements, duct sizing
- Kitchen hood submittals; size; type of hood; supports; cleanouts; exhaust / make-up Air
- Details and discharge locations, duct wrap materials; UL 300 compliance; flow points

### **FIRE ALARM and FIRE SUPPRESSION PLAN REVIEW:**

- Fire alarm system details; battery and voltage drop calculations, device locations & listings
- Complete suppression documents; pipe sizes and fire department connection
- Equipment specifications; completed water flow test (within the previous year)
- Design calculations; thrust blocking details, full forward flow test of backflow device

**ACCESSIBILITY PLAN REVIEW:**

- Accessible route; include areas of rescue assistance
- General site and building elements (parking spaces, clearances, access aisles and signage)
- Complete accessibility details; equipment specifications; tactile signage locations
- Provide 5' x 5' minimal dimensioned frost slab at all means of egress door locations

**ENERGY PLAN REVIEW:**

- Design criteria
- Interior / exterior envelope design: including mechanical and lighting systems
- Complete energy documentation and calculations
- Submission of energy code calculation report. Additional information: [www.energycodes.gov](http://www.energycodes.gov)

***City of Akron projects: Summit County Building Standards now provides commercial site inspections for all projects that include site improvements located within the City. Upon approval by the City, our office will issue a site improvement permit and provide field inspections based on the approved construction documents.***

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**Additional County Department; Contact Numbers:**

County of Summit, Department of Environmental Services (DOES) 330.926.2400 (sewer)

County of Summit, GIS Department 330.643.7440

County of Summit, Health Department 330.923.4891

Summit Soil and Water Conservation 330.929.2871

**General Notes:**

Food service operators shall contact the local sewer purveyor and health departments regarding local grease disposal programs. Fats, oils and grease (FOG).