



**ALTAMONTE SPRINGS
BUILDING / FIRE SAFETY DIVISION**

**COMMERCIAL PLAN REVIEW GUIDE FOR
DESIGNERS
(REVISED 10/24/06)**

BUILDING:

- Drawings Signed and Sealed by a State of Florida Design Professional.
- Address.
- Reference the Currently Adopted Codes.
- Approved Site Plan Submitted.
- Proposed lowest finished floor elevation.
- Signed and sealed soil report.
- Truss and/or Precast Engineering submitted.
- Tilt wall panel drawings
- Energy Calculations submitted, Signed and/or Sealed as required.
- Type of Construction denoted.
- Building Height.
- Gross Square Footage – Net Square Footage.
- Percent of Exterior Opening.
- Occupancy Classification /also Life Safety Code.
- Classification Of Hazard of Contents.
- Threshold Inspection Plan. (if applicable)
- Division of Hotel and Restaurant Approval - (Restaurants).
- Department of Agriculture Approval - (Prepackaged food).
- MSDS information .(if applicable)
- DEP Notice of Asbestos - (Demolition).
- State plan approval on Gasoline Tanks.
- Vapor barrier.

Plan Review Guide - continued

- Termite Protection.

Method for wind load design, including:

- Basic wind speed. MPH.
- Wind importance factor.
- Wind exposure category.
- Enclosure classification.
- Internal pressure coefficient.
- Design wind pressure of openings.
- Design wind pressure for components and cladding..

Foundation and slab:

- Dimensioned and Depth specified.
- Reinforcing steel, Size, Grade, Spacing, and Lap.
- Imbedments.
- All areas dimensioned.

Floor Plan:

- All areas Dimensioned and Labeled.
- Interior and Exterior Wall sections included.
- Insulation type, thickness and R value.
 - Floor/Ceiling
 - Walls
 - Ceiling/Roof
- Framing details and Fastening.
- Light, Ventilation and Sanitation.

Design Criteria:

- Floors. - psf
- Stairs. - psf
- Roofs. - psf
- Balconies. - psf
- Corridors. - psf
- Lobbies - psf
- Load Path Connectors.
- Shear walls

Plan Review Guide - continued

- Floor deck and Fastening.
- Wall sheathing and Fastening.
- Roof framing plan.
- Roof deck and Fastening.
- Window and door details, including design pressure of openings.
- Product approval on Windows and Doors.
- Product approval on other Building Materials.
- Fastening details for windows and doors, (type, length, and quantity).
- Rated Assemblies requirements.
- Design Numbers and Details for Rated Assemblies.
- Rated Penetration designs.
- Rated Doors and Hardware.
- Shafts and Elevator Hoistways.
- Fire Blocking and Draftstopping.
- Calculated Fire Resistance.

Attics:

- Ventilation and Accessibility.
- Air Barrier Requirements.
- Interior Finish Ratings.
- Accessibility to roofs.
- Protection of pedestrian walkway.

Handicapped Accessibility:

- Site requirements.
- Entrance.
- Vertical accessibility.
- Restrooms:
 - Turning Radius.
 - Doors.

Plan Review Guide - continued

- Grab bars.
- Required Floor Space for Fixtures.
- Fixture Mounting Dimensions.
- Adaptability.
- Showers and controls.

- Dressing rooms.
- Service Counters.
- Ramps- Egress.
- Hi-Lo Drinking Fountain.
- Signage.
- Equipment.
- Special Occupancy requirements.
- Fair Housing requirements

Life Safety Requirements:

- Occupant load.
- Egress plan.
- Number of Exits.
- Capacity of Exits: Width and Height.
- Arrangement of Exits.
- Aisle widths.
- Travel distance to exits.
- Marking and Illumination of Exits.
- Emergency Lighting.
- Stairs.
- Enclosures.
- Handrails and Guardrails
- Extinguishing requirements.

Fire Protection and Suppression:

- Separation requirements.
- Check Life Safety Code for Separation requirements of other Occupancies.

Plan Review Guide - continued

- Rated assemblies and design numbers and details.
- Rated doors and hardware.
- Elevator lobbies.
- Elevators and/or escalators.
- Shafts and Hoistways.
- Fire blocking and Draftstopping.
- Calculated fire resistance.
- Interior finish ratings.
- Sprinkler Design Criterion provided (No plans).
 - To have plans submitted and permitted separately.

- Fire Alarm Design Criterion provided (No plans).
 - To have plans submitted and permitted separately.

- Early Warning.
- Smoke Evacuation and Control.
- Standpipes.
- Stair Pressurization
- Emergency vehicle clearance: 13'- 6"

Plumbing:

- Plumbing Plans submitted.
- Determine Minimum Plumbing facilities.
 - Pools

- Water distribution.
 - Shock Arrestors

- Drain and Sewer lines.
- Venting.
- Grease Trap Detail.
- Grease Trap Report on Existing.

NOTE: Both of the above regarding grease traps require prior approval from Altamonte Springs Public Works prior to plan submittal.

- Interceptors.
- Fixtures.
- Gas Riser diagram:
 - Type of Gas

Plan Review Guide - continued

- Pipe Sizing
- Total Developed Length
- Segment Lengths
- Shut-offs
- Appliances and BTU's
- LP Tank Size and Location

- Medical Gas.
- Roof Drains
- Water Heaters:
 - T & P Drain
 - Pan Drain
 - Thermal Expansion Device
 - Heat Traps
 - Mounting Platform
 - Recirculating pumps
 - Hot water pipe insulation

- Backflow Prevention.

Mechanical:

- HVAC Plans submitted
 - Duct systems, Sizing, strapping and supports
 - Register sizes.
 - CFM requirements.
 - Ventilation.
 - Combustion Air.
 - Equipment location.
 - Required Platforms and Catwalks.
 - Roof- mounted Equipment – meets 110 MPH design
 - Outside air.
 - Combustion air.

- Details and Specifications.
 - Equipment Sizing Calculations.
 - Equipment Specifications.
 - Joint Sealing methods and Product Specification.
 - Air Balance Table.
 - Rated Penetrations- Designs and Details.

- Roof mounted equipment.

Plan Review Guide - continued

- Means for Automatic Fan Shutdown.
- Grease Hood and Duct Plans and Specifications.
- Exhaust Systems.
- Make-up Air.
- Chimneys, Fireplaces and Vents.
- Other Appliances.
- Boilers.
- Refrigeration.
- Bathroom Ventilation.
- Laboratory
- Balanced Return per M601.4

Electrical:

- Max. available fault current @ service.
- Main overcurrent size, and number of service disconnecting means.
- Disconnecting means location and signage
- Dedicated fire alarm circuit.
- Voltage and phase of electrical system.
- Transformer sizes and types if used.
- Panel locations and clearances
- Feeder load calculations.
- Feeders and Branch Circuits, Conduit sizes and types.
- Grounding electrode system and size.
- Grounding conductors Exit lights.
- Wiring Methods and Materials.
- Emergency lighting system (locations and 2 types of lighting in all egress areas)
- Generator
 - Remote annunciation. Load calculation, Load shed if necessary
 - Type: Emergency or standby.
- Grounding electrode system: separately derived system or not? (solid neutral or switching)

Comment [r1]: RGP 9/1/10

Plan Review Guide - continued

- GFCI's
- Special Equipment
- Roof top A/C equipment and W/P/ GFCI receptacle

- Special Occupancies eg. Hospital
- Communication Systems
- Sign circuit
- Show window receptacles

NOTES:

1. Maximum size of plan sheets that will be accepted is 30" X 42".
2. When responding to plan review comments, include a letter outlining your responses.
3. This plan review list is provided as a general guideline. Additional information may be required depending on the scope of the work involved.