



Plan Review Services

Third-party plan review for building departments, design professionals, contractors and owners. My Building Department, LLC reviews construction documents to the codes each jurisdiction has adopted, including state and local amendments. We help building departments keep pace with demand and help applicants reach permit with fewer surprises, through clear, code-referenced comments and consistent follow-through from first submittal to approval.



Built around your jurisdiction

We review to your adopted codes, amendments and local policies, and work directly with your permit staff.



Timely and predictable

We confirm the schedule when we accept a project and track every comment through to approval.



Certified expertise

Reviews are performed by ICC-certified plans examiners with building department experience.

PLAN REVIEW DISCIPLINES

- ✓ Accessibility
- ✓ Building (structural and nonstructural)
- ✓ Commercial
- ✓ Residential
- ✓ Energy conservation
- ✓ Electrical
- ✓ Fire sprinkler systems
- ✓ Fire alarm systems
- ✓ Life safety and egress
- ✓ Mechanical and fuel gas
- ✓ Plumbing

SERVICES

- 1 Complete plan review.** Full review in each requested discipline, with a written comment letter and back-checks of resubmittals through approval.
- 2 Preliminary (design-phase) review.** Early code analysis of occupancy, construction type, height and area, egress and fire resistance while design is underway.
- 3 Limited-scope review and consulting.** Focused review of specific systems, components or code questions, including alternative-method requests.
- 4 Revisions and deferred submittals.** Review of changes to approved plans and of deferred items such as trusses, fire protection systems and storefront glazing.

HOW TO SUBMIT

STEP 1

Complete the Plan Review Transmittal (MBD-PR-02).

STEP 2

Assemble documents using MBD-PR-03 and the discipline checklists.

STEP 3

Email the transmittal and documents to us.

STEP 4

We confirm receipt, the review fee and the schedule.

FORMS IN THIS PACKAGE

- | | | |
|--|--|---|
| MBD-PR-01 Plan Review Services | MBD-PR-05 Residential checklist | MBD-PR-09 Energy checklist |
| MBD-PR-02 Plan Review Transmittal | MBD-PR-06 Mechanical checklist | MBD-PR-10 Accessibility checklist |
| MBD-PR-03 Construction Documents Required | MBD-PR-07 Plumbing checklist | MBD-PR-11 Fire sprinkler checklist |
| MBD-PR-04 Building checklist | MBD-PR-08 Electrical checklist | MBD-PR-12 Fire alarm checklist |

Request a quote or submit a project

info@mybuildingdepartment.com
www.mybuildingdepartment.com



APPLICATION FORM

FORM MBD-PR-02

Rev. 10/2026

Plan Review Transmittal

Include this transmittal with every submittal (new, resubmittal, revision or deferred) and send it with your construction documents to info@mybuildingdepartment.com. Type into the form, or print it and fill it in by hand.

1 SUBMITTED BY

NAME OF PERSON REQUESTING REVIEW

TITLE OR ROLE

COMPANY, AGENCY OR JURISDICTION

REQUESTING PARTY

☐ Jurisdiction or building department ☐ Architect or engineer ☐ Contractor ☐ Owner or developer ☐ Other

PHONE

EMAIL

Plan review fees are invoiced to the requesting party in Section 1 unless a billing party is named in Section 2 and has agreed in writing to pay.

2 BILLING PARTY (IF DIFFERENT FROM SECTION 1)

BILLING CONTACT

COMPANY OR AGENCY

BILLING ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

PO OR CONTRACT NO.

3 PROJECT INFORMATION

PROJECT NAME (AS SHOWN ON THE PLANS)

PROJECT STREET ADDRESS

CITY

STATE

ZIP

COUNTY

PARCEL OR TAX LOT NO.

JURISDICTION HAVING AUTHORITY (PERMITTING AGENCY)

JURISDICTION PERMIT OR APPLICATION NO.

DESIGN PROFESSIONAL OF RECORD

FIRM

DESIGN PROFESSIONAL PHONE

DESIGN PROFESSIONAL EMAIL

CONTRACTOR (IF KNOWN)

CONTRACTOR LICENSE NO.

CONTRACTOR PHONE

OCCUPANCY GROUP(S)

CONSTRUCTION TYPE

BUILDING AREA (SQ FT)

STORIES

VALUATION (\$)



Plan Review Transmittal (continued)

FORM MBD-PR-02

4 SCOPE OF WORK

TYPE OF WORK

☐ New building ☐ Addition ☐ Alteration or remodel ☐ Tenant improvement ☐ Change of occupancy ☐ Other

FIRE PROTECTION

☐ No sprinklers ☐ NFPA 13 ☐ NFPA 13R ☐ NFPA 13D ☐ Partial or other ☐ Fire alarm system ☐ No fire alarm

DESCRIPTION AND SCOPE OF WORK

5 REVIEWS REQUESTED

Check each review requested and enter the code and edition, including state amendments (for example, 2025 OSSC or 2021 IBC with WAC 51-50).

REVIEW	CODE AND EDITION	CHECKLIST
☐ Complete review: building, mechanical, plumbing and electrical	Also check each discipline below	
☐ Preliminary (design-phase) building review		MBD-PR-04
☐ Building: commercial and multifamily		MBD-PR-04
☐ Residential: one- and two-family dwellings and townhouses		MBD-PR-05
☐ Mechanical and fuel gas		MBD-PR-06
☐ Plumbing		MBD-PR-07
☐ Electrical		MBD-PR-08
☐ Energy		MBD-PR-09
☐ Accessibility		MBD-PR-10
☐ Fire sprinkler		MBD-PR-11
☐ Fire alarm		MBD-PR-12
☐ Limited-scope review or technical consulting (describe in notes)		

6 THIS SUBMITTAL

SUBMITTAL TYPE

☐ Initial ☐ Resubmittal ☐ Revision to approved plans ☐ Deferred submittal

PRIOR MBD PROJECT NO.

DOCUMENTS INCLUDED

☐ Drawings ☐ Specifications ☐ Structural calculations ☐ Geotechnical report ☐ Energy compliance forms
☐ Special inspection statement ☐ Fire protection calculations ☐ Comment response letter ☐ Other

NOTES, LOCAL AMENDMENTS OR SPECIAL INSTRUCTIONS

7 AUTHORIZATION

By signing, I confirm that I am authorized to request this review for the project and that the information on this form is accurate.

SIGNATURE

PRINTED NAME

DATE

FOR MY BUILDING DEPARTMENT USE ONLY

MBD PROJECT NO. DATE RECEIVED REVIEWER(S) FEE OR INVOICE NO. COMMENTS DUE



SUBMITTAL GUIDE

FORM MBD-PR-03

Rev. 10/2026

Construction Documents Required

Use this list to assemble a complete submittal. Detailed checklists for each discipline are on forms MBD-PR-04 through MBD-PR-12.

GENERAL REQUIREMENTS: ALL SUBMITTALS

- A completed Plan Review Transmittal (MBD-PR-02).
- Construction documents drawn to scale and dimensioned, with enough clarity to show the location, nature and extent of the work and how it complies with the adopted codes.
- Documents signed, sealed and dated by the registered design professional where required by the state's professional registration laws.
- A code analysis and a list of deferred submittal items on the cover sheet.
- Electronic files: searchable PDFs at full sheet size, in sheet order, one file per discipline or a single combined set, with no passwords or editing restrictions.
- For resubmittals: a written response to each review comment, with revisions clouded and identified by revision number and date.

Preliminary building review

Checklist: MBD-PR-04

- Design development drawings showing building size, occupancy group(s) and type of construction
- Allowable height and area analysis
- Floor plans and sections showing the egress concept, fire-resistance-rated assemblies and proposed fire protection systems
- Site plan with fire separation distances
- Geotechnical report and structural concept, if available

Building review (commercial and multifamily)

Checklist: MBD-PR-04

- Complete architectural and structural drawings, including a site plan with distances to lot lines
- Geotechnical report with allowable bearing values and seismic site class
- Structural calculations
- Project specifications, including listings for rated assemblies and firestop systems
- Statement of special inspections

Residential review (IRC)

Checklist: MBD-PR-05

- Site plan, floor plans, elevations and building sections
- Foundation, framing and braced wall plans
- Energy compliance documentation
- Engineering for any element beyond the IRC's prescriptive limits
- Truss and engineered-lumber layouts, or a deferred submittal note

Complete review (building, mechanical, plumbing, electrical)

Checklist: MBD-PR-04, 06, 07, 08

- Everything required for a building review
- Complete mechanical, plumbing and electrical plans and specifications, with equipment schedules and calculations



Construction Documents Required (continued)

FORM MBD-PR-03

Mechanical, plumbing or electrical review (by itself)

Checklist: MBD-PR-06, 07, 08

- Complete plans and specifications for the discipline
- Equipment and fixture schedules, riser diagrams and sizing calculations
- Architectural floor plans for reference

Energy review

Checklist: MBD-PR-09

- Envelope plans, sections and details; mechanical, water heating and lighting plans and schedules
- Compliance forms or software reports for the compliance path used
- Additional efficiency measures or credits selected, where required

Accessibility review

Checklist: MBD-PR-10

- Architectural plans and specifications, including the site plan
- Enlarged plans and elevations of toilet rooms, kitchens and other accessible elements

Fire sprinkler review

Checklist: MBD-PR-11

- Working plans and hydraulic calculations
- Water supply (flow test) data
- Manufacturers' data sheets for listed components

Fire alarm review

Checklist: MBD-PR-12

- Shop drawings with floor plans and riser diagram
- Sequence of operation
- Battery and voltage drop calculations
- Manufacturers' data sheets

Revisions and deferred submittals

Form: MBD-PR-02

- Revised sheets or the deferred item's documents, with changes clouded and identified
- A narrative of what changed, referencing the approved plans
- For deferred items: review by the registered design professional in responsible charge, noting general conformance with the building design

Note: Incomplete submittals can delay the start of review. Where state law requires, construction documents must be prepared, signed and sealed by a registered design professional licensed in the state where the project will be built.



Building Plan Review Requirements

PROJECT NAME AND ADDRESS

PREPARED BY

DATE

Building plan reviews are performed to the International Building Code (IBC) as adopted by the jurisdiction having authority, including state and local amendments, such as the Oregon Structural Specialty Code (OSSC) or the Washington State Building Code (WAC 51-50). Note the code and edition on the Plan Review Transmittal (MBD-PR-02). Submit the following, as applicable to the project:

Check **INCL.** for each item included with the submittal, or **N/A** where the item does not apply to the project.

INCL. N/A

1. Construction documents

- ☐ ☐ a. Complete architectural and structural drawings and project specifications, signed and sealed by the registered design professional where required by state law.
- ☐ ☐ b. Code analysis on the cover sheet: occupancy group(s), type of construction, allowable and actual height, stories and area, sprinkler status, occupant load, the mixed-use approach (separated, nonseparated or accessory), and the code editions used. (IBC Ch. 3, 5 & 6)
- ☐ ☐ c. List of deferred submittal items on the cover sheet, for approval by the building official.

2. Site plan

- ☐ ☐ a. Lot lines, easements, and the size and location of all new and existing buildings and structures on the site.
- ☐ ☐ b. Distances to lot lines, to the centerline of public ways and between buildings, with the fire separation distance of each exterior wall noted. (IBC Ch. 7)
- ☐ ☐ c. Existing and finished grades, site drainage, and the flood hazard zone or design flood elevation where applicable.
- ☐ ☐ d. Accessible parking and accessible routes to entrances, plus fire apparatus access roads and hydrants (coordinate with the fire code official). (IBC Ch. 11; IFC Ch. 5)

3. Architectural plans

- ☐ ☐ a. Fully dimensioned floor plans showing the use of every room or space.
- ☐ ☐ b. Life safety plans: occupant loads, exits and exit access, egress widths and capacity, travel distance, common path of egress travel, dead ends, and rated corridors, exit enclosures and horizontal exits. (IBC Ch. 10)
- ☐ ☐ c. Fire-resistance-rated walls, floors, roofs and opening protectives (fire walls, fire barriers, fire partitions, smoke barriers, shafts), with the tested design or listing number for each assembly. (IBC Ch. 7)
- ☐ ☐ d. Penetration firestop systems, fire-resistant joint systems and perimeter fire containment, identified by listing number. (IBC Ch. 7)
- ☐ ☐ e. Exterior elevations with building height, exterior wall construction, and the allowable area of openings based on fire separation distance. (IBC Ch. 7)
- ☐ ☐ f. Building and wall sections showing materials, insulation, fireblocking and draftstopping. (IBC Ch. 7)
- ☐ ☐ g. Special uses and occupancies, such as high-rise buildings, atriums, covered malls, parking garages, and Group H or Group I occupancies. (IBC Ch. 4)
- ☐ ☐ h. Exit signs and means of egress illumination, including the emergency power source. (IBC Ch. 10)
- ☐ ☐ i. Interior finish classifications, safety glazing locations, foam plastic insulation, and roof assembly classification. (IBC Ch. 8, 15, 24 & 26)
- ☐ ☐ j. Required plumbing fixture count, and the accessibility features shown in MBD-PR-10. (IBC Ch. 11 & 29)



Building Plan Review Requirements (continued)

FORM MBD-PR-04

INCL. N/A

- ☐ ☐ **k.** Fire protection systems required or provided: automatic sprinklers, standpipes, fire alarm and smoke control. (IBC Ch. 9)

4. Structural plans, calculations and reports

- ☐ ☐ **a.** Geotechnical report with soil classification, allowable bearing pressure, foundation recommendations and seismic site class. (IBC Ch. 18)
- ☐ ☐ **b.** Design criteria on the drawings: floor and roof live loads, roof snow load data, wind and earthquake design data, flood design data, and any special loads. (IBC 1603)
- ☐ ☐ **c.** Signed and sealed structural calculations supporting member sizes, connections and the lateral force-resisting system.
- ☐ ☐ **d.** Foundation plans and framing plans for each floor and the roof, with member sizes, connections and lateral force-resisting elements.
- ☐ ☐ **e.** Material specifications and referenced standards for concrete, masonry, steel, wood and cold-formed steel, with grades and strengths. (IBC Ch. 19–23)
- ☐ ☐ **f.** Statement of special inspections, including structural observation where required. (IBC Ch. 17)
- ☐ ☐ **g.** Design criteria for deferred engineered components such as trusses, prefabricated stairs, canopies and storefront systems.

NOTES

Additional information may be requested during review when it is needed to verify code compliance.



Residential Plan Review Requirements

PROJECT NAME AND ADDRESS

PREPARED BY

DATE

Residential plan reviews cover detached one- and two-family dwellings, townhouses not more than three stories above grade plane, and their accessory structures. They are performed to the International Residential Code (IRC) as adopted by the jurisdiction, including state and local amendments, such as the Oregon Residential Specialty Code (ORSC) or Washington's adopted IRC (WAC 51-51). Submit the following, as applicable:

Check **INCL.** for each item included with the submittal, or **N/A** where the item does not apply to the project.

INCL. N/A

1. Site plan

- ☐ ☐ a. Lot dimensions, property lines, easements, and the location of all existing and proposed structures.
- ☐ ☐ b. Setbacks and distances to property lines and between buildings, with the fire separation distance of exterior walls and projections. (IRC R302.1)
- ☐ ☐ c. Existing and finished grades, drainage away from the foundation, and driveway location. (IRC R401.3)
- ☐ ☐ d. Utilities (water, sewer or septic, power, gas) and any mapped hazards, such as a flood hazard area or wildland-urban interface area.

2. Design criteria and engineering

- ☐ ☐ a. Climatic and geographic design criteria established by the jurisdiction: ground snow load, wind speed and exposure, seismic design category, frost depth, weathering, termite and decay, winter design temperature, ice barrier and flood hazards. (IRC R301.2)
- ☐ ☐ b. Signed and sealed engineering for any portion of the structure that exceeds the IRC's prescriptive limits. (IRC R301.1.3)

3. Floor plans and elevations

- ☐ ☐ a. Fully dimensioned floor plans for each level, with room uses, window and door sizes, and ceiling heights.
- ☐ ☐ b. Emergency escape and rescue openings for sleeping rooms and basements, with net clear opening dimensions and sill heights. (IRC R310)
- ☐ ☐ c. Stairways, handrails, guards and landings, with rise, run, headroom and width. (IRC R311 & R312)
- ☐ ☐ d. Smoke alarm and carbon monoxide alarm locations. (IRC R314 & R315)
- ☐ ☐ e. Safety glazing locations. (IRC R308)
- ☐ ☐ f. Dwelling-garage separation, townhouse separation walls, and other fire-resistant construction. (IRC R302)
- ☐ ☐ g. Exterior elevations showing building height, finished grade, roof pitch and exterior wall coverings.

4. Structural

- ☐ ☐ a. Foundation plan: footing and wall sizes, reinforcing, anchor bolts and hold-downs, and crawl space access and ventilation. (IRC Ch. 4)
- ☐ ☐ b. Floor, wall and roof framing plans: member sizes, spacing and spans, headers, beams, posts and connections. (IRC Ch. 5, 6 & 8)
- ☐ ☐ c. Braced wall plan: braced wall lines, bracing methods, panel locations and lengths, and hold-downs. (IRC R602.10)
- ☐ ☐ d. Building and wall sections: framing, sheathing, insulation, roof assembly and attic ventilation.
- ☐ ☐ e. Truss design drawings and engineered-lumber layouts, or a deferred submittal note. (IRC Ch. 5 & 8)



Residential Plan Review Requirements (continued)

FORM MBD-PR-05

INCL. N/A

5. Energy, mechanical, plumbing and electrical

- ☐ ☐ a. Energy compliance: insulation R-values, fenestration U-factors, air sealing and testing, duct and equipment efficiencies, and the additional efficiency measures or credits required, such as ORSC Chapter 11 or the Washington State Energy Code–Residential. (IRC Ch. 11)
- ☐ ☐ b. Heating and cooling equipment, whole-house mechanical ventilation, and bath, kitchen and dryer exhaust. (IRC Ch. 13–15)
- ☐ ☐ c. Fuel-gas appliance locations, venting, combustion air and gas piping sizing. (IRC Ch. 24)
- ☐ ☐ d. Plumbing fixture locations, water heater location with seismic bracing and relief valve discharge, and the sewer or septic connection. (Plumbing code as adopted)
- ☐ ☐ e. Electrical service size and panel location, plus any solar, energy storage or EV charging equipment. (NEC as adopted)
- ☐ ☐ f. Automatic fire sprinkler system, where required or provided. (IRC R313)

NOTES

Buildings outside the IRC's scope are reviewed under the IBC (see MBD-PR-04). Accessory dwelling units and manufactured home installations may have additional state or local requirements.

Additional information may be requested during review when it is needed to verify code compliance.



Mechanical Plan Review Requirements

PROJECT NAME AND ADDRESS

PREPARED BY

DATE

Mechanical plan reviews are performed to the International Mechanical Code (IMC) and International Fuel Gas Code (IFGC) as adopted by the jurisdiction, including state and local amendments, such as the Oregon Mechanical Specialty Code (OMSC) or Washington's adopted IMC (WAC 51-52). Submit the following, as applicable:

Check **INCL.** for each item included with the submittal, or **N/A** where the item does not apply to the project.

INCL. N/A

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | 1. Mechanical plans and specifications for all heating, ventilating, air-conditioning, exhaust, refrigeration and fuel-gas work, signed and sealed where required by state law. |
| ☐ | ☐ | 2. Equipment schedules: make and model, capacity (Btu/h input and output), efficiency, listing and labeling, weight and electrical data. |
| ☐ | ☐ | 3. Equipment locations with access, working space, clearances to combustibles, and rooftop access and guards. (IMC Ch. 3) |
| ☐ | ☐ | 4. Ventilation calculations for each space: occupancy category, floor area, occupant load and outdoor airflow rates. (IMC Ch. 4) |
| ☐ | ☐ | 5. Outdoor air intake locations relative to exhaust outlets, plumbing vents and other contaminant sources. (IMC Ch. 4) |
| ☐ | ☐ | 6. Required exhaust systems (toilet rooms, hazardous and nuisance exhaust, dryers), with duct routing, termination and makeup air. (IMC Ch. 5) |
| ☐ | ☐ | 7. Commercial kitchen hoods (Type I and Type II): hood listing, exhaust and makeup airflow, grease duct construction and enclosure, clearances, and the fire extinguishing system. (IMC Ch. 5) |
| ☐ | ☐ | 8. Duct systems: materials, construction, sealing, insulation and support, and the flame spread and smoke-developed ratings of materials in plenums. (IMC Ch. 6) |
| ☐ | ☐ | 9. Fire, smoke, combination and ceiling radiation dampers at rated assemblies and shafts, with ratings, access and listings. (IMC Ch. 6; IBC Ch. 7) |
| ☐ | ☐ | 10. Combustion air, venting and chimneys for fuel-burning appliances: vent type, sizing, routing and termination. (IMC Ch. 7 & 8; IFGC) |
| ☐ | ☐ | 11. Hydronic piping, boilers and water heaters used for space heating: materials, safety controls, pressure relief and expansion. (IMC Ch. 10 & 12) |
| ☐ | ☐ | 12. Refrigeration systems: refrigerant designation and safety group (including A2L refrigerants), system charge and quantity calculations, machinery room provisions and piping materials. (IMC Ch. 11) |
| ☐ | ☐ | 13. Fuel-gas piping: materials, delivery pressure, longest length, sizing method or table, appliance demands, and valve and regulator locations. (IFGC Ch. 4) |
| ☐ | ☐ | 14. Condensate disposal, auxiliary drain pans and secondary drains. (IMC 307) |
| ☐ | ☐ | 15. Smoke control systems and stair pressurization, with the rational analysis. (IBC 909) |
| ☐ | ☐ | 16. Energy code items: economizers, controls, energy recovery and equipment efficiencies (see MBD-PR-09). |

NOTES

Additional information may be requested during review when it is needed to verify code compliance.



Plumbing Plan Review Requirements

PROJECT NAME AND ADDRESS

PREPARED BY

DATE

Plumbing plan reviews are performed to the plumbing code adopted by the jurisdiction, either the International Plumbing Code (IPC) or the Uniform Plumbing Code (UPC), including state and local amendments. Oregon (Oregon Plumbing Specialty Code) and Washington (WAC 51-56) both adopt UPC-based codes. Submit the following, as applicable:

Check **INCL.** for each item included with the submittal, or **N/A** where the item does not apply to the project.

INCL. N/A

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | 1. Plumbing plans and specifications for all work, signed and sealed where required by state law. |
| ☐ | ☐ | 2. Fixture count analysis: occupant load, occupancy classification, and required versus provided fixtures, including service sinks and drinking fountains. (IBC Ch. 29; plumbing code) |
| ☐ | ☐ | 3. Fixture schedule: make and model, flow and flush rates, and referenced standards. |
| ☐ | ☐ | 4. Site utility plan: water service, building sewer and storm drainage, with pipe sizes, materials, depths, separation and connection points. |
| ☐ | ☐ | 5. Water distribution: riser or isometric diagrams with pipe sizes, fixture units and sizing calculations, available pressure, valves, water hammer arresters and pressure-reducing valves. |
| ☐ | ☐ | 6. Backflow prevention: device type and location for each connection, including irrigation, fire sprinkler, boiler and equipment connections. |
| ☐ | ☐ | 7. Drainage, waste and vent: plans and riser diagrams with pipe sizes, slopes, drainage fixture units, cleanouts, and the venting method for each fixture. |
| ☐ | ☐ | 8. Water heaters: capacity, location, seismic restraint, temperature and pressure relief discharge, expansion control, and tempering devices for lavatories and showers. |
| ☐ | ☐ | 9. Indirect waste connections, floor sinks, receptors and standpipes. |
| ☐ | ☐ | 10. Grease interceptors and other separators: sizing calculations, location and access. |
| ☐ | ☐ | 11. Storm drainage: roof area served by each drain, design rainfall rate, primary and secondary (overflow) drains or scuppers, and pipe and gutter sizing. |
| ☐ | ☐ | 12. Pipe and joint materials with referenced standards, hangers and supports, and seismic bracing where required. |
| ☐ | ☐ | 13. Fuel-gas piping (where reviewed under the plumbing code), medical gas and other special systems, as applicable. |

NOTES

Plumbing plan review requirements, and the agency that performs them, vary by state and jurisdiction. Confirm with the jurisdiction having authority.

Additional information may be requested during review when it is needed to verify code compliance.



SUBMITTAL CHECKLIST · POWER, LIGHTING AND SPECIAL SYSTEMS

FORM MBD-PR-08

Rev. 10/2026

Electrical Plan Review Requirements

PROJECT NAME AND ADDRESS

PREPARED BY

DATE

Electrical plan reviews are performed to the National Electrical Code (NEC, NFPA 70) as adopted by the state or local electrical program, including amendments, such as the Oregon Electrical Specialty Code (OESC) or the electrical rules administered by Washington's Department of Labor & Industries (WAC 296-46B). Submit the following, as applicable:

Check **INCL.** for each item included with the submittal, or **N/A** where the item does not apply to the project.

INCL. N/A

- ☐ ☐ 1. Electrical plans and specifications for all work, signed and sealed where required by state law.
- ☐ ☐ 2. Single-line diagram: service and feeders, conductor and raceway sizes, overcurrent devices, transformers and grounding, with available fault current and equipment short-circuit ratings. (NEC 110.9, 110.10 & 110.24)
- ☐ ☐ 3. Service and feeder load calculations, with a load summary for each panel. (NEC Art. 220)
- ☐ ☐ 4. Panel schedules: circuit numbers, loads, breaker sizes, and AFCI, GFCI and surge protection where required.
- ☐ ☐ 5. Power plans: receptacle and equipment locations, circuiting, GFCI and AFCI protection, and disconnecting means. (NEC 210.8 & 210.12)
- ☐ ☐ 6. Electrical rooms and equipment: working space, dedicated equipment space, and entrance to and egress from working space. (NEC 110.26)
- ☐ ☐ 7. Lighting plans and fixture schedule: fixture types, wattage, mounting, circuiting and controls (coordinate with MBD-PR-09).
- ☐ ☐ 8. Exit signs and means of egress illumination, with the emergency power source and transfer method. (IBC Ch. 10; NEC Art. 700)
- ☐ ☐ 9. Emergency, legally required standby and optional standby systems: source, transfer equipment, and selective coordination where required. (NEC Art. 700-702)
- ☐ ☐ 10. Grounding and bonding: grounding electrode system, conductor sizes, and bonding of piping systems and structural steel. (NEC Art. 250)
- ☐ ☐ 11. Special equipment and systems: fire pumps, elevators, EV charging, solar PV, energy storage, and hazardous (classified) locations. (NEC Ch. 5-7)
- ☐ ☐ 12. Wiring methods and materials: raceway and cable types, boxes and fittings, and identification of equipment and conductors. (NEC Ch. 3)
- ☐ ☐ 13. Symbol legend, abbreviations and general notes.

NOTES

In many jurisdictions, including in Oregon and Washington, electrical permits and plan review are handled by a separate state or local electrical program. Confirm which agency reviews electrical plans for the project.

Additional information may be requested during review when it is needed to verify code compliance.



Energy Plan Review Requirements

PROJECT NAME AND ADDRESS

PREPARED BY

DATE

Energy plan reviews are performed to the energy provisions adopted by the jurisdiction. Commercial projects: the IECC Commercial Provisions or ASHRAE Standard 90.1 as adopted, such as the Oregon Energy Efficiency Specialty Code (OEESC) or the Washington State Energy Code–Commercial (WAC 51-11C). Residential projects: the IECC Residential Provisions or IRC Chapter 11 as adopted, such as ORSC Chapter 11 or the Washington State Energy Code–Residential (WAC 51-11R). Submit the following, as applicable:

Check **INCL.** for each item included with the submittal, or **N/A** where the item does not apply to the project.

INCL. N/A

1. Compliance path and documentation

- ☐ ☐ a. The compliance path used (prescriptive, performance or trade-off) and the supporting forms or software reports, such as COMcheck, REScheck or the state's own forms.
- ☐ ☐ b. Additional efficiency measures or credits required by the adopted code, and the measures selected. (IECC C406)

2. Building envelope

- ☐ ☐ a. Climate zone, and the thermal envelope boundary between conditioned and unconditioned space shown on plans and sections.
- ☐ ☐ b. Insulation R-values or assembly U-factors for roofs, walls, floors, slabs and below-grade walls, with continuous insulation and thermal bridging details.
- ☐ ☐ c. Fenestration schedule: U-factor, SHGC and visible transmittance as required, with window-to-wall and skylight-to-roof area percentages.
- ☐ ☐ d. Air barrier continuity details, vestibules, and air leakage testing requirements.

3. Mechanical systems

- ☐ ☐ a. Equipment capacities, efficiencies and load calculations.
- ☐ ☐ b. Economizers, energy recovery ventilation and demand-controlled ventilation where required.
- ☐ ☐ c. System controls: thermostatic, setback and shutoff, zone isolation, and fan and pump controls.
- ☐ ☐ d. Duct and piping insulation, duct sealing, and duct leakage testing where required.
- ☐ ☐ e. Commissioning plan and functional testing requirements. (IECC C408)

4. Service water heating

- ☐ ☐ a. Water heating equipment type, capacity, efficiency and controls; pipe insulation; and recirculation or heat-trace controls.
- ☐ ☐ b. Pool and spa heaters, covers and time switches, where applicable.

5. Lighting and electrical power

- ☐ ☐ a. Interior lighting power calculations (building area or space-by-space method).
- ☐ ☐ b. Exterior lighting power calculations by lighting zone.
- ☐ ☐ c. Lighting controls: occupancy and vacancy sensors, time-switch controls, daylight-responsive controls and exterior controls.
- ☐ ☐ d. Electrical energy monitoring, controlled receptacles, and EV-ready or solar-ready provisions where required.

6. Residential projects

- ☐ ☐ a. Prescriptive insulation and fenestration values, or the performance analysis used.



Energy Plan Review Requirements (continued)

FORM MBD-PR-09

INCL. N/A

☐ ☐

b. Air leakage (blower door) and duct leakage testing requirements, whole-house ventilation, and the energy certificate.

☐ ☐

c. Additional efficiency packages or credits selected, as required by the state's residential energy provisions.

NOTES

Additional information may be requested during review when it is needed to verify code compliance.



Accessibility Plan Review Requirements

PROJECT NAME AND ADDRESS

PREPARED BY

DATE

Accessibility plan reviews are performed to IBC Chapter 11 and the referenced edition of ICC A117.1, Accessible and Usable Buildings and Facilities, as adopted by the jurisdiction with state amendments, such as OSSC Chapter 11 in Oregon or WAC 51-50 in Washington. Submit the following, as applicable:

Check **INCL.** for each item included with the submittal, or **N/A** where the item does not apply to the project.

INCL. N/A

1. Construction documents

- ☐ ☐ a. Architectural plans and specifications, to scale, with dimensions and details showing compliance.

2. Site plan

- ☐ ☐ a. Accessible and van-accessible parking, access aisles and loading zones, with slopes and signage.
- ☐ ☐ b. Accessible routes from public streets and sidewalks, transit stops, and accessible parking to accessible entrances, with slopes, cross slopes, curb ramps and ramps.
- ☐ ☐ c. Accessible routes between buildings and to site facilities, such as recreation areas, outdoor seating, trash enclosures and mailboxes.

3. Building plans and details

- ☐ ☐ a. Use of each space, and any areas claimed as exempt from accessibility requirements, with the basis.
- ☐ ☐ b. Accessible entrances and the accessible route within the building: doors and hardware, maneuvering clearances, thresholds and changes in level.
- ☐ ☐ c. Vertical access: elevators, platform lifts, ramps, and stairs with handrails.
- ☐ ☐ d. Accessible means of egress: exit stairways, areas of refuge, exterior areas for assisted rescue, two-way communication and signage. (IBC 1009)
- ☐ ☐ e. Enlarged plans and elevations of toilet and bathing rooms: clear floor and turning spaces, fixture and accessory mounting heights, grab bars and knee clearances. (ICC A117.1)
- ☐ ☐ f. Accessible features in each space: service and check-out counters, dining and work surfaces, seating and wheelchair spaces, storage, operable parts, drinking fountains and assistive listening systems.
- ☐ ☐ g. Accessible, Type A and Type B dwelling or sleeping units: number, distribution and unit plans.
- ☐ ☐ h. Visual and tactile signage, including the International Symbol of Accessibility where required.
- ☐ ☐ i. Visible alarm notification appliances, and accessible fire alarm and emergency controls. (IBC Ch. 9)

4. Existing buildings

- ☐ ☐ a. Alterations and additions: the accessible route to the altered area and the toilet rooms and drinking fountains serving it, with costs where the disproportionate-cost limit is used. (IEBC)

NOTES

This review covers the accessibility provisions of the adopted building code and ICC A117.1. It is not a review for compliance with the Americans with Disabilities Act (ADA), the Fair Housing Act, or other federal, state or local accessibility laws, which remain the responsibility of the owner and design team.

Additional information may be requested during review when it is needed to verify code compliance.



SUBMITTAL CHECKLIST · AUTOMATIC SPRINKLER SYSTEMS

FORM MBD-PR-11

Rev. 10/2026

Fire Sprinkler Plan Review Requirements

PROJECT NAME AND ADDRESS

PREPARED BY

DATE

Fire sprinkler plan reviews are performed to the edition of NFPA 13, 13R or 13D referenced by the building and fire codes adopted by the jurisdiction, such as the Oregon Fire Code or Washington's adopted IFC (WAC 51-54A), together with NFPA 14, 20 and 24 where applicable. Submit the following, as applicable:

Check **INCL.** for each item included with the submittal, or **N/A** where the item does not apply to the project.

INCL. N/A

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | 1. Working plans and specifications prepared by a qualified designer (for example, NICET certified or a registered fire protection engineer, as the jurisdiction requires), sealed where required by state law. |
| ☐ | ☐ | 2. System design basis: standard and edition, system type (wet, dry, preaction, deluge or antifreeze), and the hazard or commodity classification of each area. |
| ☐ | ☐ | 3. Building information: room uses, ceiling heights and construction, concealed spaces, obstructions, and the location of fire-rated walls and assemblies. |
| ☐ | ☐ | 4. Hydraulic calculations: design density and area (or other design approach), hose stream allowance, duration, and hydraulic reference points matching the plans. |
| ☐ | ☐ | 5. Water supply data: flow test location, date, static and residual pressures, flow and who performed the test; or fire pump and tank data. |
| ☐ | ☐ | 6. Pipe layout: sizes, materials, lengths, branch line and sprinkler spacing, hangers, and seismic bracing with calculations where required. |
| ☐ | ☐ | 7. Sprinkler schedule: make and model, orientation, temperature rating, K-factor, response type, and quantity per floor and per system. |
| ☐ | ☐ | 8. Valves and devices: control, check and alarm valves, drains, test connections, waterflow and tamper switches, and backflow preventers. |
| ☐ | ☐ | 9. Fire department connections, standpipes (NFPA 14), fire pumps (NFPA 20) and underground fire service mains (NFPA 24), where included. |
| ☐ | ☐ | 10. High-piled or rack storage: commodity class, storage height and arrangement, and in-rack sprinklers where required. (IFC Ch. 32) |
| ☐ | ☐ | 11. Manufacturers' data sheets for all listed components. |

NOTES

Fire sprinkler systems are often deferred submittals. Confirm whether the fire code official or the building official approves them in the project's jurisdiction.

Additional information may be requested during review when it is needed to verify code compliance.



SUBMITTAL CHECKLIST · FIRE ALARM AND DETECTION SYSTEMS

FORM MBD-PR-12

Rev. 10/2026

Fire Alarm Plan Review Requirements

PROJECT NAME AND ADDRESS

PREPARED BY

DATE

Fire alarm plan reviews are performed to Section 907 of the adopted building and fire codes, such as the Oregon Fire Code or Washington's adopted IFC (WAC 51-54A), and the referenced edition of NFPA 72. Shop drawings should follow the documentation requirements in NFPA 72 Chapter 7. Submit the following, as applicable:

Check **INCL.** for each item included with the submittal, or **N/A** where the item does not apply to the project.

INCL. N/A

1. General

- ☐ ☐ a. Shop drawings prepared by a qualified designer (for example, NICET certified or a licensed engineer, as the jurisdiction requires), drawn to scale on uniform sheet sizes. (NFPA 72 Ch. 7)
- ☐ ☐ b. Project name and address, owner, installing contractor, and issue and revision dates.
- ☐ ☐ c. Device legend and symbols, and a system narrative noting required versus voluntary features.

2. Floor plans

- ☐ ☐ a. Room uses, walls and doors, ceiling heights, and beams, joists or slopes that affect detector spacing.
- ☐ ☐ b. Initiating device locations: manual fire alarm boxes, smoke and heat detectors, duct detectors, and waterflow and supervisory switches. (IFC 907)
- ☐ ☐ c. Notification appliance locations, with candela ratings for visible appliances and the design minimum audibility level for each area. (IFC 907)
- ☐ ☐ d. Locations of the control unit, annunciators, transponders, NAC power supplies and power disconnect.
- ☐ ☐ e. Circuit routing, the type and number of devices on each circuit, and conductor types and sizes.

3. Riser and wiring diagrams

- ☐ ☐ a. Riser diagram showing the system arrangement, risers, circuits and devices by floor.
- ☐ ☐ b. Control unit and typical wiring diagrams, including field terminals, end-of-line devices and circuit supervision.

4. Operation and interfaces

- ☐ ☐ a. Sequence of operation: an input/output matrix or narrative of the system's response to each initiating device.
- ☐ ☐ b. Interfaces with other systems: elevator recall and shunt trip, HVAC shutdown, door release, smoke control, sprinkler supervision and releasing systems.
- ☐ ☐ c. Emergency voice/alarm communication: speaker locations and intelligibility, where provided.
- ☐ ☐ d. Supervising station: monitoring method, communication pathways and supervising station classification.

5. Calculations and data

- ☐ ☐ a. Secondary power (standby battery) calculations for the required standby and alarm durations.
- ☐ ☐ b. Voltage drop calculations for each notification appliance circuit.
- ☐ ☐ c. Manufacturers' data sheets with model numbers and listing information for all equipment and devices.

NOTES

Fire alarm systems are often deferred submittals, and many jurisdictions route fire alarm shop drawings to the fire code official for approval. Confirm the approval path with the jurisdiction.

Additional information may be requested during review when it is needed to verify code compliance.