



# CITY OF COSTA MESA

P.O. BOX 1200, CALIFORNIA 92628-1200

DEVELOPMENT SERVICES DEPARTMENT

77 FAIR DRIVE, 2ND FLOOR



## Worksheet for Commercial Plan

This worksheet must be signed by the architect or engineer of record for the entire project for commercial or mixed-use buildings.

Note: All code references are listed to the left of each section heading and are from the 2007 California Building Code, unless otherwise noted. This checklist helps ensure that all major code items were checked BEFORE applying for permit.

<b>ADDRESS OF PROJECT</b>	

### Chapter 3 Information

<b>301-312 OCCUPANCY CLASSIFICATION:</b> From Chapter 3, designate the building's use and occupancy. If the building has more than one use, indicate whether you are using non-separated uses or separated uses from Sec. 508.	
<b>508.3.2 NON-SEPARATED USES</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
List all occupancy groups:	
Which occupancy group is considered the most restrictive in your proposal including Section 403 and Chapter 9 requirements?	
<b>508.3.3 SEPARATED USES</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
List all separations (in hours from Table 508.3.3) and occupancy groups:	

### Chapter 4 Information

Does your proposed building use any of the "special" types of buildings or areas noted in Chapter 4? Please answer YES or NO to <b>ALL</b> categories below.				
<b>402</b>	Covered Mall Buildings		<b>403</b>	High-Rise Buildings
<b>404</b>	Atriums		<b>405</b>	Underground Buildings
<b>406</b>	Motor-vehicle-related occupancies		<b>407</b>	Group I-2 occupancy
<b>408</b>	Group I-3 occupancy		<b>409</b>	Motion Picture Projection Room
<b>410</b>	Stages or Platforms		<b>411</b>	Special Amusement Building

<b>412</b>	Aircraft-related occupancy		<b>413</b>	Combustible storage	
<b>414</b>	Hazardous materials		<b>416</b>	Application of flammable finishes in any area	
<b>417</b>	Drying room in any portion of the building		<b>418</b>	Organic coating manufacturing in any area of the building	

**415** H-1, H-2, H-3, H-4, and H-5 Occupancy:  YES  NO

Indicate below which one, and give details about the hazardous materials, including class ratings per the tables in Chapter 4.

**419** For multi-family buildings, separations are shown on plan sheet \_\_\_\_\_

For any of the special uses listed above, please indicate below each particular section of the requirements and where on the plans the compliance with that section can be found.

Sub-section # from CBC	Sheet in drawings from where item is addressed	Explanation

### Chapter 5 Information

<b>503</b> Area from Table 503 (unadjusted)	
<b>503/6</b> Sprinkler area increase (%)	(Circle one) 200% or 300%
<i>See 506.3. The provisions for story and height increases in 504 are not permitted in addition to 506 for SFM regulated occupancies.</i>	
<b>506</b> Area increase (% from frontages)	(cannot exceed 75%)
<i>See 506.3. The provisions for story and height increases in 504 are not permitted in addition to 506 for SFM regulated occupancies.</i>	
<b>504</b> Height from T.503 (unadjusted)	
<i>See 506.3. The provisions for story and height increases in 504 are not permitted in addition to 506 for SFM regulated occupancies.</i>	
<b>504</b> Sprinkler # of stories increased	Table allows _____ stories; increase to _____ stories
<b>504</b> Sprinkler height increase (feet)	Table allows _____ feet; increased to _____ feet
Your proposed building's areas by:	
Basement area: Is this basement considered a "story" per 502.1?	<input type="checkbox"/> YES <input type="checkbox"/> NO (describe why not)
Main level area:	
Main level outdoor covered areas:	
2nd floor level area:	
2nd level outdoor covered areas:	

3rd floor level area:		
3rd level outdoor covered areas:		
4th floor		
4th level outdoor covered areas:		
Additional floor areas:		
Add'l levels outdoor covered areas:		
TOTAL of all levels (w/ outdoor covered areas)		
505 Mezzanines (area and describe location)		
506.4 Mixed Occupancy (per your answer to above question about non-or separated occupancies).		Separated occupancies must calculate the various ratios per floor, see 506.4, and write all ratios here.
<p><b>Note:</b> Many people are under the misconception that outdoor covered areas do not apply to the floor area. Per the definitions in Chapter 2, floor area includes area "within the horizontal projection of the roof or floor above." The City of _____ does not count standard roof overhangs, but does count drive-thru covered areas, covered porches, and similar covered spaces.</p>		
507 Are you claiming provisions of an unlimited area building?		<input type="checkbox"/> YES <input type="checkbox"/> NO (If no, skip to 508)
507.2 Non-sprinklered, one-story, F-2 or S-2 occupancy?		<input type="checkbox"/> YES <input type="checkbox"/> NO
507.3 Sprinklered, one-story, B, F, M or S occupancy or one-story A-4 occupancy with other than Type V construction?		<input type="checkbox"/> YES <input type="checkbox"/> NO
EXCEPTIONS Are you using any of the exceptions to qualify for 507.3?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Describe which exception from 507.3 you are using and then answer questions below:		
507.4 2-story allowed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	507.7 High-hazard use groups proposed? <input type="checkbox"/> YES <input type="checkbox"/> NO
507.5 Reduced open space allowed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	507.8 Aircraft paint hangar proposed? <input type="checkbox"/> YES <input type="checkbox"/> NO
507.6 Group A-3 bldg.?	<input type="checkbox"/> YES <input type="checkbox"/> NO	507.9 Group E building? <input type="checkbox"/> YES <input type="checkbox"/> NO
509 SPECIAL PROVISIONS (exceptions to allowable floor area and allowable heights/stories)		
Does your building propose to use any of the special provisions of this section (primarily used for parking garages beneath multi-story apartments or multi-story, multi-use buildings)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Describe which sub-section applies to your building for Section 509 and where on the plans each compliance item is shown.		
Sub-section # From IBC	Sheet in plans where this specifically is shown (separations, etc.)?	Explanation of how you comply with this sub-section.
509.1		
509.2		
509.3		

509.4		
509.5		
509.6		
509.7		
509.8		

**Chapter 6 Information**

**601 – 603** TYPE OF CONSTRUCTION, you must classify the building into a Type I, II, III, IV, or V, with either an A or B designation following. A indicates fire-rated construction, B indicates un-rated construction:

**Proposed building type of construction:**

**Table 601** Indicate each of the building elements (columns, walls, roofs, etc.) and where on the plans such fire-ratings are shown. If your proposed building is Type B (unrated), then **SKIP** to 602.

	Fire rating in hours	Describe construction (gyp board, spray on, etc.)	Sheet of plans
Columns			
Girders			
Trusses			
Exterior bearing walls			
Interior bearing walls			
Floor			
Roof			

**Table 602** Indicate all exterior walls' distance for fire separation (to property line or other fire separation distance) and area of openings in that wall as a percentage (%) of the wall (per Table 704.8)

	Exterior Wall	Distance	Fire-rating required per Table 602	Area of openings as % of wall
North				
South				
East				
West				

**Chapter 7 Information**

Tell what page of the plans each of the fire walls, fire barriers, shafts, fire partitions, smoke partitions, or smoke barriers are on (include a brief description of why this firewall or fire barrier, etc., or shaft is required, i.e., "this firewall separates the B occupancy from the H occupancy building area").

Sheet of plans	Type of wall shown (fire wall, fire barrier, shaft enclosure, smoke partition, fire partition, smoke barrier, etc.)	Fire rating (in hours)
(Description of why it is fire rated)		
(Description of why it is fire rated)		

**704.11** Parapets are required unless you meet one of the exceptions. Please describe which exception you are using to avoid parapets (the most common thing is to avoid parapets).

Exception #	Describe how your building complies with exception:	Sheet of plans where this is shown
<b>712.1</b>	Details of all fire penetrations are shown on sheet(s) _____ or specifications page _____, need exact materials to be used, including company, brand, and model #.	
<b>715</b>	Fire doors are indicated on the door schedule on sheet _____, or are listed separately by specification page _____.	
<b>716</b>	Mechanical plans sheet _____ shows all fire, smoke, or combination fire/smoke dampers?	

### Chapter 8 Information

**Table 803.5** Are there any unusual interior finishes being proposed? If so, please describe:

--

### Chapter 9 Information

Fire sprinklers (903) required? <input type="checkbox"/> YES <input type="checkbox"/> NO
Fire alarms (907) required? <input type="checkbox"/> YES <input type="checkbox"/> NO

If the building requires fire alarm or fire sprinkler, indicate the company and/or fire protection engineer who is designing these systems:

Company Name & Address:

Phone:	Fax:	Contact Name:
--------	------	---------------

Even though Chapter 5 may have been met, Chapter 9 may also require a fire sprinkler system anyway. Please list each occupancy of the building and its "Fire Area" per Chapter 9.

Occupancy Group	Fire Area	Sprinklers Required?
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

### Chapter 10 Information

<b>1003.2</b>	Minimum ceiling height provided in egress system: _____ Height: _____
<b>1003.3.3.3</b>	Projections into egress ways, such as trim, are in compliance: _____ Sheet of plans showing any projections: _____
<b>1003.4</b>	Floor Surface of egress is of the following materials:

<b>1003.5</b>	Changes in elevation in any egress way is shown on sheet _____ of plans	
<b>1004</b>	Occupant loads	
	Describe each individual area	Occupant ratio assigned
		Occ. Load Total:
<b>1005</b>	Egress width, calculated per table 1005.1 based on total occupant load is:	
	Stairway areas: _____ inches	Other egress areas: _____ inches
<b>1006</b>	All egress areas have been illuminated per this section and are shown on sheet _____ of plans	
<b>1007</b>	Two items in this section are often missed, two handicap accessible entrances required and areas of refuge per 1007.6. Please verify that these items are shown on the plans.	
<b>1008</b>	The most common problems with doors are the following:	
	Landings provided at all doors	
	Lever hardware on all doors	
	Door hardware (shown on plan sheet #?)	
<b>1008.1.8.3</b>	No locks or latches on any door allowed, with 4 exceptions. If you are using any of the exceptions shown, please describe. The most common exception is using "This Door to remain unlocked. . ." at the main entry.	
<b>1008.1.9</b>	Panic hardware required by this section? <input type="checkbox"/> YES <input type="checkbox"/> NO (If Yes, describe which rooms/areas have panic hardware and where on the plans such hardware is specified.)	
	Room/area:	
	Room/area:	
<b>1009.3</b>	Stairways, 7" max. riser height (4" min.) and 11" min. tread (7/11 rule); <b>1012.5</b> is often overlooked: Handrails shall extend 12" beyond the top riser and continue to slope for the depth of one tread (11") beyond the bottom riser. Handrail extensions are shown on sheet _____ of the plans.	
<b>1012</b>	Handrail requirements are now in this section. Please review and ensure compliance.	
<b>1011</b>	Exit signs are shown are sheet _____ of the plans.	
<b>1013</b>	Guards (formerly called guardrails) are shown on sheet _____ of the plans.	
<b>1014</b>	Do any of the conditions shown in this EXIT ACCESS section apply to your proposed building?	
	CONDITIONS	USED?
<b>1014.2</b>	Egress through intervening spaces	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>1014.2.1</b>	Multiple tenants	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>1014.2.2</b>	Group I-2	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>1014.3</b>	Common path of egress travel	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>1014.4</b>	Aisles	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>1014.4.1</b>	Aisles in Group B and M	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>1014.4.2</b>	Seating at tables	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>1014.5</b>	Egress balconies	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>1014.5.1</b>	Wall Separation	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>1014.5.2</b>	Openness	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>1015 &amp; 1019</b> How many exits are required based on occupant load: _____ total # of exits required by Table 1015.1, or by Table 1019.1 or Table 1019.2 (If you qualify for one exit, please describe below.)			
(Explain qualifications for one exit)			
<b>1016</b>	Exit travel distance for the worst case scenario is _____ feet, shown on sheet _____ of the plans.		Where is this shown on plans?
<b>1017</b>	Corridors are required to be rated?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>1020</b>	Is vertical exit enclosure required at stairways or other locations? Do exceptions apply?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>1021</b>	Exit passageways were used?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>1022</b>	Horizontal exits were used?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>1023</b>	Are there any exterior exit stairways or exterior exit ramps?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>1024</b>	Do all exits provide an access to the public way? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, then describe below which exception was used to satisfy the requirement.		
<b>1025</b>	Does your proposal contain any areas or rooms for assembly occupancy? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, show where each item is on the plans:		
	Section	Plans Sheet	
<b>1025.2</b>	Assembly main exit		
<b>1025.3</b>	Assembly other exits		
<b>1025.4</b>	Foyers and lobbies		
<b>1025.5</b>	Interior balcony & gallery/means of egress		
<b>1025.6</b>	Width for assembly		
<b>1025.7</b>	Travel distance		
<b>1025.8</b>	Common path of travel		
<b>1025.9</b>	Assembly aisles are required		
<b>1025.10</b>	Clear width serving seating		
<b>1025.11</b>	Assembly aisle walking surfaces		
<b>1025.12</b>	Seat stability		
<b>1025.13</b>	Handrails		
<b>1025.14</b>	Assembly guards		
<b>1025.15</b>	Bench seating		
<b>1026</b>	Is Emergency Escape and rescue required? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Egress windows are shown on plan sheet _____			

## Chapter 11 Information

In the 2007 CBC California adopted Chapters 11-A and 11-B for disabled access provisions. Have these provisions been addressed in your plans?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Major elements of accessibility:	

Elevators required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Main entrance must be accessible, is this shown on plans? <input type="checkbox"/> YES <input type="checkbox"/> NO
Accessible parking totals (with at least one van accessible space). How many total did you provide? _____	
Exterior elements of accessibility shown on site and/or civil plans? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**Chapter 12 Information**

<b>1210.1</b>	Toilet room floors shall have smooth, hard, non-absorbent finish (concrete, tile, sheet vinyl, etc.) which extends upward onto the walls at least 5 inches.
<b>1210.2</b>	Walls within 2 feet of urinal/water closet shall have smooth, hard, nonabsorbent finish to a height of 4 feet; see EXCEPTIONS.

**Chapter 16 Information**

<b>1607.1</b>	Minimum uniform and concentrated live loads used for this design are: Uniform: _____ Concentrated: _____
<b>1601</b>	All City of _____ structural design criteria have been met (2007 CBC): (Indicate what criteria you or your structural engineer designed to) Seismic zone _____ Wind Speed _____ Wind Exposure _____ Ground Snow Load _____ Frost depth _____ (Note: All these must be shown in the structural calculations.)

**Chapter 29 Information – See Chapter 4 CPC**

Type of Occupancy	Water closet count		Urinal count		Lavatory count		Shower/tub count		Drinking fountain
	Men	Women	Men	Women	Men	Women	Men	Women	

Almost all commercial buildings require separate male and female restrooms. If you are claiming an exception to this as described in the State amendment, please describe how you comply with the exception:

Explanation

**Other minor items that must be shown on the plans:**

- 804-806 Flame spread for interior finishes, verify plans and/or specifications follow Table 803.5.
- 1203.2 Attic ventilation required at 1/300th attic area (or 1/150th for all upper venting).
- 1203.3 Crawl space ventilation required at 1/1500th the floor area (w/vapor retarder on ground).
- 1209.1 Crawl access required 18"x24" minimum (larger if there is any mechanical equipment in the crawl space).
- 1209.2 Attic access required 20"x30" minimum (larger if any mechanical equipment in attic – see CMC).
- 1404.2 Weather-resistive barrier of 15 lb. building felt or approved housewrap shall be applied over studs or sheathing on all exterior walls.
- 1405 Veneers, verify type of veneer being used and appropriate requirements.
- 1505.1 Table 1505.1, each construction type (II-B, etc.) must have roof class covering per this table. Roof covering must match Chapter 7 requirements for roof assembly.



