



# Commercial Mechanical Application Checklist

City of Troutdale

104 SE Kibling Ave., Troutdale Or 97060

Permit Specialist 503 674-7229

Application No.:

Date Received

Received By

## PROJECT INFORMATION

Project name:

Date:

Address:

City:

State:

Zip:

Scope of work:

Reference no.:

Map and tax-lot no.:

Contact person name:

Company:

Phone:

Fax:

Cellular phone:

E-mail:

## PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

## SECTION 1.0 — GENERAL PROJECT DATA

- |     |                                     |                             |                                       |       |
|-----|-------------------------------------|-----------------------------|---------------------------------------|-------|
| 1.1 | <input checked="" type="checkbox"/> | <b>Required</b>             | <b>No. of sets of plans: <u>2</u></b> | _____ |
| 1.2 | <input checked="" type="checkbox"/> | <b>Required</b>             | <b>Cover sheet plan index</b>         | _____ |
| 1.3 | <input checked="" type="checkbox"/> | <b>Required</b>             | <b>Code summary</b>                   | _____ |
| 1.4 | <input checked="" type="checkbox"/> | <b>Required</b>             | <b>Site plan</b>                      | _____ |
| 1.5 | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Professional stamp and signature      | _____ |
| 1.6 | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Fire and life-safety plan             | _____ |

## SECTION 2.0 — STRUCTURAL DATA

- |     |                                     |                             |  |       |
|-----|-------------------------------------|-----------------------------|--|-------|
| 2.1 | <input checked="" type="checkbox"/> | <b>Required</b>             | <b>Structural calculations for vertical and lateral loads for equipment weighing over 400 pounds</b> | _____ |
| 2.2 | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Roof, floor framing, and foundation plans as needed to show load path supporting of equipment        | _____ |
| 2.3 | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Structural details and cross sections showing anchorage of equipment                                 | _____ |
| 2.4 | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Design narrative   | _____ |

## SECTION 3.0 MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

- |      |                                     |                             |   |       |
|------|-------------------------------------|-----------------------------|---|-------|
| 3.1  | <input checked="" type="checkbox"/> | <b>Required</b>             | <b>Mechanical floor plan and equipment layout</b>                                 | _____ |
| 3.2  | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Site plan   | _____ |
| 3.3  | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Roof plan   | _____ |
| 3.4  | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Fuel gas piping plan  | _____ |
| 3.5  | <input type="checkbox"/> P          | <input type="checkbox"/> NA | HVAC equipment and duct plan(s)   | _____ |
| 3.6  | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Roof access details   | _____ |
| 3.7  | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Duct smoke detector plans   | _____ |
| 3.8  | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Fire/smoke damper locations   | _____ |
| 3.9  | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Smoke control plan  | _____ |
| 3.10 | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Outside air (OSA) table   | _____ |
| 3.11 | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Refrigeration equipment and piping plan   | _____ |
| 3.12 | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Kitchen equipment plan  | _____ |
| 3.13 | <input type="checkbox"/> P          | <input type="checkbox"/> NA | Type I and/or Type II kitchen hood plan (see Section -(modify).0-Mechanical Data) | _____ |

3.14	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fume/vapor hood plan	_____
3.15	<input type="checkbox"/> P	<input type="checkbox"/> NA	Process piping/product and/or exhaust-conveying duct plan	_____
3.16	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fire-rated construction penetration details	_____
3.17	<input type="checkbox"/> P	<input type="checkbox"/> NA	Equipment hanger/fastener details	_____
3.18	<input type="checkbox"/> P	<input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
3.19	<input type="checkbox"/> P	<input type="checkbox"/> NA	Outside air (OSA) calculations	_____
3.20	<input type="checkbox"/> P	<input type="checkbox"/> NA	Smoke-control calculations	_____
3.21	<input type="checkbox"/> P	<input type="checkbox"/> NA	Combustion air calculations	_____
3.22	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fuel gas piping sizing calculations	_____
3.23	<input type="checkbox"/> P	<input type="checkbox"/> NA	Make-up air calculations	_____
3.24	<input type="checkbox"/> P	<input type="checkbox"/> NA	Energy code compliance forms	_____
3.25	<input type="checkbox"/> P	<input type="checkbox"/> NA	Boiler information	_____
<b>SECTION 4.0 — MECHANICAL DATA (Additional or replacement rooftop installation permits)</b>				
4.1	<input type="checkbox"/> P	<input type="checkbox"/> NA	Roof plan	_____
4.2	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fuel gas piping plan	_____
4.3	<input type="checkbox"/> P	<input type="checkbox"/> NA	Roof access details	_____
4.4	<input type="checkbox"/> P	<input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
4.5	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fuel gas piping sizing calculations	_____
4.6	<input type="checkbox"/> P	<input type="checkbox"/> NA	Energy code compliance forms	_____
<b>SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)</b>				
5.1	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Site plan</b>	_____
5.2	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Floor plan(s)</b>	_____
5.3	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Kitchen equipment plan</b>	_____
5.4	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Kitchen equipment and hood elevations</b>	_____
5.5	<input type="checkbox"/> P	<input type="checkbox"/> NA	Roof plan	_____
5.6	<input type="checkbox"/> P	<input type="checkbox"/> NA	Cross sections through hoods, ducts and shafts	_____
5.7	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fire-rated construction penetration details	_____
5.8	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fire suppression details	_____
5.9	<input checked="" type="checkbox"/>	<b>Required</b>	<b>Make-up air calculations</b>	_____
5.10	<input type="checkbox"/> P	<input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
5.11	<input type="checkbox"/> P	<input type="checkbox"/> NA	Hood/grease extractor listing documentation	_____
5.12	<input type="checkbox"/> P	<input type="checkbox"/> NA	Hood/grease duct sizing calculations	_____
5.13	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fire suppression information	_____
<b>SECTION 6.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS</b>				
6.1	<input checked="" type="checkbox"/>	<b>Required</b>	<b>None</b>	_____