



COMMERCIAL BUILDING CODE SUMMARY PLANS, NARRATIVE, AND CODE CHECK WORKSHEET

This handout describes Building Code Summary Plans and includes a Code Check Worksheet. Code Summary Plans are a vital reference for designers, plan reviewers, contractors, and inspectors, and are valuable for the design and review of separate Mechanical Permits and future alterations of a building. The Worksheet is a useful guide for designers to analyze a building design and demonstrate that it complies with the Building Code. Information from the Worksheet should be incorporated into the Building Code Summary.

BUILDING CODE SUMMARY PLANS (CHECKLIST):

Floor Plan of each level showing walls, stairs, doors with swing direction, windows, plumbing fixtures, etc. Drawings must be at a minimum scale of 1/8" = 1'-0" and must be clearly legible and in black and white. Red reserved for AHJ.

- ☐ Label each room or area's:
- ☐ Use (e.g. Office, Sales, Storage, Corridor, Exit Enclosure, Exit Passageway, etc.);
- ☐ Occupancy group classification;
- ☐ Floor area;
- ☐ Floor area per occupant;
- ☐ Occupant load.
- ☐ Graphically show locations and fire ratings of all fire-rated walls including:
 - ☐ Exterior Walls,
 - ☐ Exit Enclosures,
 - ☐ Exit Passageways,
 - ☐ Fire Area Separations,
 - ☐ Occupancy Separations,
 - ☐ Shafts,
 - ☐ Horizontal Exits,
 - ☐ Corridors, and
 - ☐ Smoke Compartment

- ☐ Graphically identify and differentiate each wall type:
 - ☐ Fire Walls,
 - ☐ Fire Barriers,
 - ☐ Fire Partitions,
 - ☐ Smoke Partitions, or
 - ☐ Smoke Barriers.
- ☐ Graphically show openings through floors including but not limited to:
 - ☐ Elevators,
 - ☐ Mechanical shafts,
 - ☐ Other openings through floors.
- ☐ Provide information on illuminated egress path:
 - ☐ Graphically show the illuminated egress path with required width,
 - ☐ Indicate how backup power is supplied for illumination,
 - ☐ Indicate the minimum light level across the required egress path at the floor level.
- ☐ Graphically show exit sign locations.
- ☐ For larger occupant loads, graphically show the minimum required exit widths and proposed exit capacities at doors and stairs.

Building Elevations and/or Building Sections illustrating the following conditions as applicable:

- ☐ Allowable openings based on Fire Separation Distance:
 - ☐ Exterior wall areas in square feet per story, and
 - ☐ Maximum allowable percentage and area of protected and unprotected openings per story
- ☐ Vertical fire wall locations and fire rating from foundation to the roof.
- ☐ Locations and fire ratings of horizontal floor-ceiling assemblies that separate different construction types.

BUILDING CODE SUMMARY NARRATIVE (CHECKLIST):

See Project Information pages below for specific requirements.

- ☐ Project name
- ☐ Scope of work
- ☐ Building code edition
- ☐ Use(s) and occupancy classification(s)
- ☐ Occupancy separation requirements – or nonseparated occupancies
- ☐ Number of stories
- ☐ Floor area per floor, total floor area
- ☐ Construction type(s)
- ☐ Fire sprinkler provided (yes/no), location, and type
- ☐ Fire alarm pull stations and notification provided (yes/no)
- ☐ Energy Code Analysis
- ☐ Number of standard and accessible parking spaces required/provided
- ☐ Number of plumbing fixtures required/provided

CODE CHECK WORKSHEET:

PROJECT NAME

PROJECT DESCRIPTION								
(check each that apply)	<input type="checkbox"/>	New construction	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Alteration	<input type="checkbox"/>	Change of occupancy (from ____ to ____)

PROJECT ADDRESS <i>(if there is no address is currently assigned to the site, please provide the tax account number (r number))</i>	
Street address	
City, State, Zip	

PROJECT CONTACT	
Name	
Company	
Street address	
City, State, Zip	
Phone	
Email	

PROJECT OWNER OR TENANT	
Name	
Company	
Street address	
City, State, Zip	
Phone	
Email	

CONSTRUCTION TYPE, HEIGHT, AND EXTERIOR WALL FIRE RESISTANCE REQUIREMENTS:

Construction type(s) (602) <i>(circle each that apply)</i>	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
Building height (503)	Allowed:		ft	stories		Proposed:	ft	stories	

Fire Resistive Requirements based on Construction Type (602.1)	Rating Required	Rating Provided
Structural Frame		
Bearing walls – exterior		
Bearing walls – interior		
Floor		
Roof		

Exterior Wall fire resistance based on fire separation distance (602.1)			Allowable Area of Openings per story (705.8)							
			Protected				Unprotected			
Wall location	Distance to property line	Fire rating	Wall area	Area of openings proposed	Allowable % of wall area in openings	Proposed % of wall area in openings	Wall area	Area of openings proposed	Allowable % of wall area in openings	Proposed % of wall area in openings
North A										
North B										
East A										
East B										
South A										
South B										
West A										
West B										

OCCUPANCY CLASSIFICATION (302):

Use and Occupancy Classifications <i>(circle each that apply)</i>									
A-1	A-2	A-3	A-4	A-5	B	E	F-1	F-2	H-1
H-2	H-3	H-4	H-5	I-1	I-2	I-3	I-4	M	R-1
R-2	R-3	R-4	S-1	S-2	U	SR-1	SR-2	SR-3	SR-4

PROPOSED AREAS PER OCCUPANCY	Occupancy ()	Occupancy ()	Occupancy ()	Occupancy ()
Basement				
First Floor				
Second Floor				
Third Floor				
Other floor(s)				
Total Proposed Building Area				

MIXED OCCUPANCIES AND SEPARATIONS (508):

Does building qualify for Nonseparated occupancies? (508.3) <i>(check one)</i>	Yes							
	No*							
Occupancy separation ratings required (508.4) (e.g. B to A-3 = 2 hr)		to		=	hr		to	
		to		=	hr		to	
		to		=	hr		to	

* If there is more than one occupancy group on a floor, provide a "Sum of the Ratios" calculation per Section 508.4.2:

$$(A_{occ\#1}/A_{a\ occ\#1}) + (A_{occ\#2}/A_{a\ occ\#2}) + (A_{occ\#3}/A_{a\ occ\#3}) + (A_{occ\#4}/A_{a\ occ\#4}) \leq 1$$

BUILDING FIRE SUPPRESSION, ALARM AND STANDPIPE SYSTEMS (Chapter 9):

	Provided: YES / NO			Required / Optional (list OSSC section(s))	Type/Class/Areas of coverage:
Sprinkler system	13	13R	13D		
Fire alarm system					
Standpipe system					

ENERGY CODE (Chapter 13 of the Oregon Structural Specialty Code: 2021 Oregon Energy Efficiency Specialty Code – ASHRAE 90.1 -2019):

Compliance Forms & Resources from BCD

To demonstrate compliance with the commercial energy code, construction documents shall include the following where applicable:

- [Oregon energy efficiency compliance form](#)
- [COMcheck supplement form](#)
- [Blower door results reporting](#)
- [Simplified building method - Lighting compliance](#)
- [Simplified building method - Envelope](#)
- [Simplified building method - Mechanical compliance](#)

NUMBER OF PLUMBING FIXTURES (2902):

Occupancy or function	Occ. Load	Drinking Fountains		Water closets				Lavatories			
				Male		Female		Male		Female	
		Required	Provided	Required	Provided	Required	Provided	Required	Provided	Required	Provided
Total number of fixtures											

BUILDING CODE APPEALS (104.10):

List all approved Building Code Appeals for this project:

Appeal ID#	Date	Code Section	Proposed Design <i>(summary of the resulting design)</i>