



COMMERCIAL DEVELOPMENT PLAN REVIEW

I. PLAN REVIEW PROCESS

GENERAL

As many as six city offices may be involved in the review process for a commercial project. The design documents required by each office are determined by their involvement in a project.

All specifications and drawings shall be submitted at one time and from one source for the following activities:

- *Construct or alter a structure
- *Construct an addition
- *Demolish or move a structure
- *Make a change of occupancy

Buildings or structures exempt from the professionally prepared plans requirement are:

1. One-family dwellings
2. Two-family dwelling
3. Commercial or industrial buildings not more than 1,200 square feet and which provide for the employment, sleeping, assembly, housing or feeding of less than ten (10) persons.
4. Any structure containing less than 20,000 cubic feet, except as provided for in numbers 2 or 3 above.
5. A building or structure used exclusively for farm purposes.

PLAN SUBMITTAL

The City of Columbia utilizes a central plan distribution system for design documents submitted for review. All preliminary, final design drawings, specifications and design revisions are submitted directly to the Protective Inspection Division office. Here the address will be verified and an application number assigned.

ALL MATERIAL DELIVERED TO PROTECTIVE INSPECTION OFFICE MUST BE PRESENTED TO A STAFF MEMBER FOR VERIFICATION OF CONTENT AND LOGIN.

EXCEPT FOR PRELIMINARY SITE PLANS, ALL REQUIRED PLANS AND SPECIFICATIONS MUST BE DELIVERED TO PROTECTIVE INSPECTIONS AT THE SAME TIME FOR SIMULTANEOUS DISTRIBUTION TO THE VARIOUS OFFICES.

REVIEW AND RESUBMITTAL

Plans will be reviewed within 12 working days beginning the day following their receipt by Protective Inspections. Review comments will be sent directly from the reviewer to the designated contact individual and questions may be sent directly to the city staff individual in the division office making the review.

Design and specification revisions must be submitted to the Protective Inspection Division for distribution as needed.

DEVELOPMENT REVIEW COMMITTEE

Comprised of representatives of each of the agencies participating in the plan review the DRC meets on a regular schedule to review departmental issues concerning a submitted design.

A project designer may meet with the DRC to discuss their project with all reviewing agencies simultaneously thereby saving considerable time in the review process.

Contact the Protective Inspection Division at (573) 874-7474 to schedule a meeting with the DRC.

II. DESIGN REQUIREMENTS BY DEPARTMENT

Public Works Department

701 E Broadway

Columbia, MO 65201

Protective Inspection Division (PW-PI): (573) 874-7474

2 SETS: Applicants shall submit a minimum of two sets of construction documents.

Please indicate if additional plan sets being submitted are to be stamped approved and returned to the applicant for their files.

At least **two** complete sets of construction documents (all of the written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of the project) drawn to an appropriate scale, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed. General construction, structural, mechanical, electrical, and plumbing are all necessary for review. Each drawing sheet shall be sealed, signed and dated by an architect or professional engineer, registered and in good standing in the State of Missouri. Specifications are to be sealed, signed and dated on the cover. All construction documents shall be bound into complete sets and submitted from one office. A plan review application shall be included with plans submitted for review. This form is furnished by the Public Works Department (application form attached).

The Registered Design Professional in responsible charge must be named on the application.

PROTECTIVE INSPECTION CONSTRUCTION DOCUMENTS INCLUDE:

Drawings May Be On Either 18" X 24" or 24" x 36" Sheets.

A. Site Plan:

1. The site plan shall be drawn in accordance with an accurate boundary line survey and certified as to date
the survey was done. *If the drawing scale is 1:50 then all critical distances shall be dimensioned.*
2. A flood plain certification statement or elevation of 100 year flood plain with related USGS benchmark.
3. A north arrow.
4. The legal description of the existing tract of record.
5. Multi-occupancy structures shall include tenant space identification, to be approved by Protective Inspection.
6. Zoning of the land parcel.
7. Area of the land parcel.

8. Setbacks and locations of all easements shall be shown.
9. The height of the structure.
10. The finish floor(s) elevation(s).
11. The street name(s), location(s) including right-of-way and established grades.
12. The location of existing and proposed signs, fences and walls.
13. The location and size of existing and proposed public utilities and private services including electric, gas, sanitary and storm sewer, and water.
14. The location of existing and proposed fire hydrants.
15. A site drainage plan including contours and elevations established.
16. A parking layout with full dimensions of all elements, including parking lot lighting.
17. Parking calculations.
18. A detail of handicap parking, access aisle and all elements of the accessible route including appropriate dimensions, elevations and slope.
19. Joint drive agreements or cooperative parking agreements if applicable.
20. The location and area of all other structures on lot.
21. Identify all fire lanes.

B. Building Plans:

1. Code Analysis:
 - a. Zoning District
 - b. Use group(s). For mixed uses, specify separated or non-separated
 - c. Construction type
 - d. Design occupancy loads for all rooms and spaces
 - e. Building area per story
 - f. Height and area calculations
 - g. Design loads
 - h. Specifications and drawings shall be signed and sealed
 - i. Sprinkled or non-sprinkled structure
 - j. Seismic design information
 - k. Egress calculations
 - l. Toilet fixture calculations
2. Structural Calculations
3. Soils / Geotechnical report
4. Foundation plan
5. Building elevations and sections.
6. Framing Plan:
 - a. Roof framing.
 - b. Floor / ceiling framing.
7. Floor plan
8. Rated Construction
Identify all rated construction by location, fire rating in hours, fire resistance rating design number such as U.L. or U.S. Gypsum and wall section with complete description of materials and their assembly.
9. Door and hardware schedule
10. Accessibility requirements

11. Fire protection and Fire detection system (shall be submitted with construction documents); see the 2006 International Building Code for required content
12. Sprinkler plan and calculations (submitted and approved prior to installation); see the 2006 International Building Code for required content
13. Thermal efficiency
See City of Columbia amendment to the 2006 International Building Code, Section 1301.1.2.
14. Interior finish schedule which lists material "Class"
15. Exterior finish material
16. Structural erection (trusses, steel superstructure, etc.)
17. Provide a statement of special inspections
18. Provide a statement of deferred submittals

C. Plumbing Plans:

1. Plan view and riser of potable and DWV systems
2. Material schedule
3. Fixture schedule
4. Accessibility requirements
5. Traps, interceptors and valves including backwater
6. Water service riser
7. Backflow device

D. Mechanical Plans:

1. Gas piping layout indicating size, distance to meter and loads
2. Gas piping material, connection, valves and flue
3. Appliance location
4. Combustion air requirements
5. Ventilation requirements, outside air calculations
6. Plan view of air distribution system
7. Any specific use ventilation or exhaust system such as kitchen hood and toilet room
8. Legend of symbols
9. Material appliance and material schedule

E. Electrical Plans:

1. Service riser detail
2. Panel schedule
3. Wiring method
4. Legends of symbols
5. Define "Class" and "Division" in hazardous locations
6. Exit and egress lighting
7. Fire protective and fire detection systems
8. Specifications
9. Electrical loads summary calculations

F. Existing Structures:

Projects whose design basis is Chapter 34 of the 2006 International Building Code shall include an evaluation work sheet.

Engineering Division (PW-ENG): (573) 874-7250

4 SETS: Applicants shall submit four sets of all site plans to the Engineering Division.

ENGINEERING DIVISION SITE PLANS INCLUDE:

Drawings For Engineering Division Must Be On 24”x 36” Sheets.

Include the “Plan Submittal Form” from Public Works/ Engineering Division website.

- Stormwater management and water quality calculations
 - Maintenance covenant
 - Operations & Maintenance manual
- Any necessary easements & exhibits
- If the site area is between 3,000 square feet and one (1) acre provide:
 - Completed City of Columbia Land Disturbance permit application
 - Current Land Disturbance permit fee to the City of Columbia
- If the site area is one acre (1) or larger provide:
 - Completed MoDNR permit application:
 - Land Disturbance permit fee to MoDNR as per application
 - Two (2) copies of the SWPPP
 - USGS drainage area map
 - Completed City of Columbia Land Disturbance permit application
 - Current Land Disturbance permit fee to the City of Columbia
- If the 100 year flood plain is found on the lot:
 - Completed flood plain development permit application
- If work is to be done in natural drainage courses (rivers or creeks):
 - Corps of Engineers 404 permit
- If retaining walls support structures:
 - Engineered drawings and calculations
- If extending sewer main provide:
 - Quit claim deed documents.
- Landscape Plans.

Sewer Utility Division 4900 Gillespie Bridge Rd. (573) 445-9427

1 SET: Applicants shall submit one set of design documents for all food service establishments and any installations requiring grease, oil, and sand separators. Include plans related to building plumbing, equipment, and a site plan indicating grease interceptor and sample chamber locations.

Water and Light Department (W & L)
105 E Ash St
Columbia, MO 65203

Engineering-Water (573) 874-7325

Engineering-Electric (573) 874-7325

2 SETS: Site Plan. Paper and electronic (autocad).

Electrical Paper plans of panel schedules, watt load calculations, electrical riser diagram and equipment locations.

Plumbing Paper plans with plumbing riser showing meter and backflow location, plumbing plan view with meter and backflow locations, total supply fixture units (demand), sewer riser and plan view, fire sprinkler system and architect floor plan.

Health Department
1005 W Worley St
Columbia, MO 65203

Environmental Health Division (573) 874-7346

1 SET OF PLANS NEEDED FOR EACH FACILITY LISTED

FACILITY	*FULL SET	GENERAL LAYOUT	EQUIPMENT PLAN	FINISH SCHEDULE	PLUMBING	LIGHTING
LODGING & DAYCARES	X					
RESTURANTS, GROCERY & CONVIENCE STORES FOOD WAREHOUSE INSTITUTIONS BARS/TAVERNS		X	X	X	X	X
TATTOO PARLORS	X					
SWIMMING POOLS/SPAS	X**					

***PLEASE NOTE THAT A FULL SET OF PLANS DOES NOT INCLUDE HVAC, FOUNDATIONS AND EXCAVATION.**

****ENGINEERING SUMMARIES MUST ALSO BE SUBMITTED WITH ALL SWIMMING POOL/SPA PLANS.**

**Fire Department
201 Orr St
Columbia, MO 65201**

Fire Marshals Office (573) 874-7556

Protective Insp. will forward one copy of construction documents and revisions to the Fire Marshal.

Additional requirements of the Fire Marshal are:

2 SETS: Fire Alarm Plans.

2 SETS: Automatic Fire Sprinkler Plans.

2 SETS: Fixed Extinguishing System

Fire Sprinkler and Fixed Fire Extinguishing systems plans must be sealed by a registered Missouri PE.

Fire Sprinkler plans must include all information required by the current edition of the International Fire Code and the referenced NFPA 13 standards as required by sections 22, 23, and 24. Copies of these sections are available by calling the Fire Marshal's Division.

Fire Alarm plans must include all information require by the current edition of the International Fire Code and the referenced NFPA 72 standards. Copies of these sections are available by calling the Fire Marshal's Division.

Knox Box required - A Knox Box ® rapid key entry system is required on all new or remodeled structures per IFC section 506.1. No other brand rapid key entry systems shall be approved. A Knox Box ® may be purchased with a valid credit card on line using the link on www.GoColumbiaMo.com or if paying by check or purchase order, a Knox order form may be obtained from the Columbia Fire Department Fire Marshal's Division at 201 Orr Street.

Digital plans - CD required. Submit one (1) digital copy of architectural design drawings on compact disk for use by the Columbia Fire Department and the Public Service Joint Communications Center. Acceptable file formats include JPEG or PDF files only.

To be assured that all required documents are included in the design review set it is recommended that designers contact the individual departments for specific document requirements. This will avoid delays in the plan review process caused by incomplete designs being submitted for review.

III. CURRENTLY ADOPTED NATIONAL MODEL CODES

- International Building Code 2006
- National Electric Code 2005
- International Electric Code 2006
- International Mechanical Code 2006
- International Plumbing Code 2006
- International Fuel Gas Code 2006
- International Fire Code 2006
- International Energy Conservation Code 2006
- International Property Maintenance Code 2006
- ICC / ANSI A117.1-2003 Accessible and Usable Building and Facilities Code

All codes and ordinances shall be as amended and adopted by the City of Columbia, Missouri.

CONSTRUCTION PERMIT and PLAN REVIEW APPLICATION

City of Columbia Public Works Department / Protective Inspection Division

701 E. Broadway, Columbia, Missouri 65201

Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

STREET ADDRESS:			UNIT NUMBER:	APPLICATION VALUE: \$	PERMIT #
TENANT NAME;			LEGAL DESCRIPTION:		
PERMIT TYPE:	CONSTRUCTION TYPE:	BUILDING AREA:	NUMBER OF FLOORS:	PROPERTY USE:	ZONING:
					FLOOD ZONE <input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIPTION OF WORK: _____					
CONTRACTOR:			BUILDING OWNER:		
ADDRESS:			ADDRESS:		
CITY, STATE, ZIP			CITY, STATE, ZIP		
TELEPHONE NUMBER:			TELEPHONE NUMBER:		
CELL PHONE NUMBER:			CELL PHONE NUMBER:		
FAX NUMBER:			FAX NUMBER:		
DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE:			ARCHITECT / ENGINEER		
ADDRESS:			ADDRESS:		
CITY, STATE, ZIP			CITY, STATE, ZIP		
TELEPHONE NUMBER:			TELEPHONE NUMBER:		
CELL PHONE NUMBER:			CELL PHONE NUMBER:		
FAX NUMBER:			FAX NUMBER:		
E-MAIL ADDRESS:			E-MAIL ADDRESS:		
SEND ALL CORRESPONDENCE TO: (CHECK ONE BOX ONLY) <input type="checkbox"/> DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT <input type="checkbox"/> OWNER			TO THE ATTENTION OF: _____		
I hereby acknowledge that I have read this application and state that the above is correct and I agree to comply with the city ordinances and state laws, regulating building construction. I understand that a certificate of occupancy must be issued before the building is occupied.					
GENERAL CONTRACTOR'S SIGNATURE			DATE	APPROVED BY	