



Initial Screening Process (ISP) Checklist

Items on this checklist are considered required prior to the project entering the plan review process. If the plans are deficient of one or more of these items, the applicant and owner will be notified within two working days via fax or e-mail with a list of deficiencies noted. If the plans are accepted for further review no notice will be sent. Plans are not considered to be under review until after they have been accepted through ISP.

_____ Completed Plan Review Application

_____ Plans on 22" x 34" or 24" x 36" sheets (Note: Fire alarm and fire sprinkler plans may be submitted on 30" x 42" sheets.)

Planning Department – one (1) set of plans required for any development within planned/overlay zoning district (i.e. C-P, H-P, M-P, O-P, PUD, S-R, U-C).

_____ Approved site plan for planned district development

_____ Site improvements match location, GFA (Gross Floor Area), and site characteristics of the approved plan

_____ Site improvements do not encroach into a required buffer or overlay zone

Public Works Department

Building and Site Development Division

Building Safety – two (2) sets of plans required

General

_____ Completed Application

_____ Registrant's seal, signature & Dates

_____ Civil Plans-New Buildings/Additions

_____ Structural Calculations

_____ Soils Report-New Buildings/Additions

_____ Specification Books

_____ Landscape Plans-New Buildings/Additions



_____ Photometric Plans-New Buildings/Additions

Architectural Plan Sheets

_____ Cover/Index

_____ Code Analysis/Occupant Group/ Occupant Loads

_____ List of Special Inspections

_____ List of Accessory/ Incidental Areas

_____ Site Plan/Details (include location map)

_____ Exiting Plan

_____ Floor Plan(s)

_____ Roof Plan

_____ Reflective Ceiling Floor Plan(s)

_____ Exterior Elevations

_____ Building Sections

_____ Wall Section(s)/Details

_____ Partition Type/Details

_____ Fire-Resistant Construction Assembly Details

_____ Door/Window Schedules

_____ Stair Sections/Details

_____ Plan Details

_____ List of Deferred Submittals

Structural Plan Sheets

_____ General Notes

_____ Typical Details/Schedules



City of Columbia
701 E Broadway, Columbia, MO

- _____ Foundation Plan/Details
- _____ Floor Plan(s) (Framing/Wall/Details)
- _____ Roof Plan/Details
- _____ Enlarged Stair Framing/Details

Mechanical Plan Sheets

- _____ General Specifications
- _____ Floor(s) Plans
- _____ Roof Plan
- _____ Mech. Details/Schedules/Calculations

Plumbing Plan Sheets

- _____ General Specifications
- _____ Floor(s) Plans
- _____ Roof Plan
- _____ Waste/Vent/Water/Gas Piping Diagrams
- _____ Plumbing Details/Schedules/Calculations

Electrical Plan Sheets

- _____ General Specifications
- _____ Site Electric Plan
- _____ Floor(s) Plans (Lighting)
- _____ Floor(s) Plans (Power)
- _____ Roof Plan
- _____ Riser Diagram/One-line
- _____ Load/Fault Calculations



_____ Electrical Details

_____ Panel Schedules

Site Development – four (4) sets of plans required

Cover Sheet

_____ Developer/owner's name, mailing address, and telephone number

_____ Vicinity Map

_____ Legal description

_____ Zoning designation

_____ Total impervious area

_____ Site Plan

_____ Grading Plan

_____ Erosion and Sediment Control Plan

_____ Landscaping Plan

Land Disturbance

Site area greater than 3,000 square feet

_____ \$200 Land disturbance review fee

Site area is one (1) acre or larger:

_____ Completed Missouri Department of Natural Resources permit application

_____ Two (2) copies of the Stormwater Pollution Prevention Plan (SWPPP)

_____ USGS drainage area map



_____ \$300 Missouri Department of Natural Resources land disturbance review fee (if applicable)

Stormwater

- _____ Plan and profile
- _____ Maintenance covenant
- _____ Operations and maintenance manual
- _____ Calculations (detention and water quality)
- _____ Completed flood plain development permit application (if applicable)
- _____ Corps of Engineers 404 permit (if applicable)

Sanitary Sewer

- _____ Plan and profile
- _____ Quit claim deed documents

Retaining Walls over 4 feet

- _____ Engineered drawings and calculations (if applicable)
- _____ Easement descriptions
- _____ Plans sealed by a Professional Engineer licensed in the State of Missouri

Sewer Utility Division – one (1) set of plans required

Does the design involve any food service (i.e. restaurant, school, daycare, convenience store, bakery, bar, grocery store, lodging, assisted living facility, etc.)? _____ Yes _____ No

Does the design involve a carwash, auto shop, lube service, or other business requiring a grease, oil, or sand separator?
_____ Yes _____ No



City of Columbia
701 E Broadway, Columbia, MO

If “Yes” to either of the above questions, construction plans must include the following:

- _____ Plumbing plans
- _____ Kitchen equipment plans
- _____ Interceptor location
- _____ Sample port location

Fire Department

Building Plans – one (1) set of plans required

Comprehensive code analysis

- _____ Square footage
- _____ Use group
- _____ Construction type
- _____ Occupancy calculation
- _____ Code edition used
- _____ Plans sealed by a design professional licensed in the State of Missouri
- _____ Room use description provided

Site plans

- _____ Fire lanes
- _____ Fire hydrant locations
- _____ Topography information
- _____ Landscaping
- _____ Mechanical plans
- _____ Electrical plans



_____ Plumbing plans

_____ Door schedule providing door and hardware type

Fire Alarm Plans – two (2) sets of plans required, deferred submittal allowed

_____ Plans must be free of design layers that are not part of the fire alarm system

_____ Plans are to scale and legible

_____ Room use description

_____ Ceiling heights provided detailing any applicable obstructions

_____ Device locations

_____ Candela and Dbs settings for notification devices

_____ Fire alarm and enunciator control panel locations

_____ Manufacturers cut sheets for all devices and equipment proposed as part of the system

_____ Voltage drop calculations

_____ Backup battery calculations for the entire alarm system

Fire Sprinkler Plans – two (2) sets of plans required, deferred submittal allowed

_____ Plans sealed by a professional engineer licensed in the State of Missouri

_____ National Fire Protection Association (NFPA) standard referenced

_____ Construction type

_____ Ceiling heights

_____ Plans are to scale and legible

_____ Room use description



City of Columbia
701 E Broadway, Columbia, MO

- Storage occupancies including storage materials and quantities (if applicable)
- Hydraulic calculations
- Manufacturers cut sheets for all equipment proposed on the project (i.e. sprinkler heads, valves, tamper and flow switches, compressors, anti-freeze storage tanks, etc.)

Fire Suppression Systems – two (2) sets of plans required, deferred submittal allowed

- Plans sealed by a professional engineer licensed in the State of Missouri
- Plans are to scale and legible
- Location of suppression systems
- Description of equipment to be protected
- System make, model, and size
- Nozzle type and flow requirements
- Location of the pull station
- Automatic fuel/electric shunt trip device indicated
- Location and type of system alarm (local or fire alarm system)

Health Department – one (1) set of plans or PDF on CD required

Does the design involve any food service (i.e. restaurant, school, daycare, convenience store, bakery, bar, grocery store, lodging, assisted living facility, etc.)? Yes No

If “Yes”, plans must include the following:

- Plans to scale
- Floor plan
- Equipment schedule
- Finish schedule



_____ Plumbing plan

_____ Lighting plan

Does the design involve a swimming pool with or without an associated clubhouse? _____ Yes _____ No

If “Yes”, plans must include the following:

_____ Plans to scale

_____ Site plan

_____ Plumbing plan

_____ Completed “Engineering Summary” on form provided by department

Water & Light Department – two (2) sets of plans required

Site Plans

_____ Property line locations

_____ Easement locations

_____ Building locations

_____ Pavement locations

_____ Existing and proposed utility locations

_____ Electronic (AutoCAD) copy of the site plan

Electric

_____ Panel schedules

_____ Watt load calculations

_____ Riser diagram

_____ Equipment locations



City of Columbia
701 E Broadway, Columbia, MO

Water

- _____ Riser diagram
- _____ Plumbing plan view
- _____ Equipment locations
- _____ Total supply fixture units (demand)
- _____ Sewer riser and plan view
- _____ Architect floor plan
- _____ Fire sprinkler system