



Commercial Building Permit Submittal Guidelines

New Buildings

INTRODUCTION

The City of Salina recognizes that each building project is unique and has a unique schedule. Therefore we offer several options for obtaining building permits with the intention that these services will better meet your project needs.

- **Development Review Team (DRT)** – Join us on Wednesday afternoons for a discussion of your project prior to submission of your building permit application. We will partner with your project team to discuss the code compliance aspects of your project based on the information provided to us. Contact the Development Coordinator at (785) 309-5715 to schedule a meeting. There is no fee for this meeting. We request that you provide a drawing or scaled sketch of your project seven (7) days prior to the meeting so that we can serve you better.
- **Plan Review Performance Goals** – City staff has a ten (10) working day plan review goal. At the end of the 10th working day, you will either receive a plan review letter with comments from each department / division involved in the plan review or a building permit. This ten (10) working day plan review may vary depending on the scope of work involved with the building permit.
- **Concurrent Plan Review*** – Many communities will only consider building permit applications in a sequential manner which can be time-consuming; however, Salina will accept plans and perform plan reviews concurrently. **Note: In some cases, permits may not be issued until all reviews are completed.**
- **Phased Permitting**** – We offer the option of phased permitting to assist the timeline of your project. While the ultimate submittal requirements remain the same as for single-permit projects, breaking the project down into smaller scopes of work may allow construction to begin sooner.

The following checklist has been designed as a tool to assist you with the permitting process. Though developed primarily for new building permits, it also will be useful for other types of building permits, including additions, interior and exterior alterations. We recognize that each building project is unique and this checklist may not address all specific issues associated with an individual project even though those issues might require additional information to be shown on the plans.

This checklist identifies the items needed for City staff to perform a complete review of building plans. This checklist identifies the information required to address many, but not necessarily all of the code and ordinance issues that could arise on a project. This checklist also serves to identify the items that receive the most scrutiny during plan review. Despite its limitations, this checklist is designed to assist you and City staff in the preparation of a complete building permit application submittal.

* *Concurrent Plan Review is optional.*

** *See Phased Permit Disclaimers throughout the remainder of this document.*

EFFECTIVE USE OF THE REMAINDER OF THIS CHECKLIST

The remainder of this form is structured to accommodate phased permitting. If you choose to obtain one building permit for the entire scope of the project, you are required to submit the documentation listed for each type of phased permit. It is the building permit applicant's responsibility to determine which permitting method will best suit their needs. Phased submittals will result in the issuance of multiple building permits for the entire scope of the project. Salina offers several thresholds of phased permits including Footing and Foundation (with or without the floor slab), Building Shell, Exterior Finish, and Interior or Tenant Finish permits. **Please contact the Building Services Division at (785)309-5715 with questions regarding the submittal requirements listed in this form.**

NOTE: *All plans must be drawn to scale with the scale indicated on the drawing.
All plans must be signed and sealed by the appropriate design professional.*

ADOPTED CODES & STANDARDS

2006 International Building Code
2006 International Fire Code / NFPA
2006 Uniform Mechanical Code
2006 Uniform Plumbing Code
2005 National Electric Code
City of Salina Standard Specifications
City of Salina Standard Details
City of Salina Ordinances

Salina Municipal Code:
Ch. 8 Code Amendments
Ch. 14 IFC Amendments
Ch. 35 Streets & Sidewalks
Ch. 36 Subdivision Regulations
Ch. 41 Water & Sewer
Ch. 42 Zoning Ordinance

OTHER APPLICABLE CODES & AGENCIES

KS Dept of Health & Environment	US Army Corps of Engineers
FEMA	Division of Water Resources
Federal Aviation Administration	Kansas Dept of Transportation
Kansas State Fire Prevention Code	2010 ADA Standards for Accessible Design
Kansas State Board of Technical Professions	Kansas Food Code

NOTE: *The above listing of adopted codes and standards and other applicable codes and agencies is representative of the major influences of building permit plan review. However, this list may not be all-inclusive.*

City staff encourages you to complete this checklist when preparing your initial submittal for preliminary reviews, a footing and foundation permit, building shell permit, interior finish permit or exterior finish permit. All items shown in this checklist must be provided as indicated, unless an item is deemed not applicable.

NOTE: *Incomplete submittals will be returned for completion prior to review.*

SUBMITTAL CONSIDERATIONS FOR ALL BUILDING PERMIT APPLICATIONS

- _____ 1. Applicable Board approval
 - _____ a. Planning Commission
 - _____ b. City Commission
 - _____ c. Board of Zoning Appeals
 - _____ d. Downtown Design Review Board
 - _____ e. Heritage Commission
 - _____ f. US Army Corps of Engineers
 - _____ g. Other (please indicate): _____
- _____ 2. Building Permit Application*
- _____ 3. Four full sets** of plans and three partial sets*** of plans
(KS Dept of Agriculture will review food service projects)
- _____ 4. FAA Determination for the building (if height exceeds airspace ceiling)
(Contact Building Services or Airport Authority with questions)
- _____ 5. BLF-106* Process & Storage Information Form
- _____ 6. BLF-023 ADA Compliance form (for all remodels)

* *Forms are available on the Salina City Website www.salina-ks.gov.*

** *A full set of plans includes a survey, site plan, civil design plans, structural plans, architectural plans including a Code Foot Print, mechanical plans, electrical plans, plumbing plans, kitchen equipment plans (food service only) and landscape plans as applicable for your particular project.*

*** *A partial set of plans includes and survey, site plan, and civil design plans.*

FOOTING & FOUNDATION PERMIT

Allows construction of footings, foundations, floor slab and underslab utilities work.

- _____ 1. Survey (See BLF-111 Survey Requirements)
- _____ 2. Site Plan (See DRT-F #17 Site Plan Preparation Checklist)
 - _____ a. Drainage Study
 - _____ - For property platted after 1980 (as required by the plat)
 - _____ - For property located in Salina's Critical Drainage Area
 - _____ - As required by the City Engineer
 - _____ b. Landscape (Planting) Plan
 - _____ i. Planting species / variety / plant name
 - _____ ii. Number of each planting
 - _____ iii. Location of each planting
 - _____ iv. Planting Size (caliper or container size)
 - _____ v. Area identified for turf grass
- _____ 3. Floodplain Development Fill Permit (indicate date approved)
- _____ 4. Civil Plans
 - _____ a. Grading Plan (include current and proposed elevations,
 - _____ i. KDHE Notice of Intent (NOI)
 - _____ ii. Stormwater Erosion Control Plan
 - _____ iii. Soils Report
 - _____ b. Utility Plan
- _____ 5. Structural Plans
 - _____ a. Footing & Foundation Plans
 - _____ b. Superstructure Plans and/or Design Calcs. inc. load factors
 - _____ i. Design Criteria
 - _____ c. Reinforcing Steel Information
 - _____ i. Bar Size
 - _____ ii. Steel Grade
 - _____ iii. Lap Splices
 - _____ iv. Hook Length
 - _____ v. Spacing
- _____ 6. Architectural Plans
 - _____ a. Code Foot Print (See Fire Facts 061)
 - _____ b. If floor slab is included in permit scope:
 - _____ i. Underslab Mechanical Plans
 - _____ ii. Underslab Electrical Plans
 - _____ iii. Underslab Plumbing Plans
 - _____ iv. Superstructure Mechanical System Calcs. or Prelim. Design
 - _____ v. Superstructure Electrical System Calcs. or Prelim. Design
 - _____ vi. Superstructure Plumbing System Calcs. or Prelim. Design
 - _____ a. Water System Calcs.
 - _____ b. Backflow Prevention Devices
 - _____ c. Grease Interceptor (See 2006 UPC)
 - _____ d. Sand/Oil Separator (See 2006 UPC)
 - _____ c. Fire Suppression System Plans
 - _____ i. Fire Line Size & Location
 - _____ ii. Fire Dept. Connection (FDC)
 - _____ iii. Post or Wall Indicator Valve (PIV or WIV)
 - _____ d. Roof Plan indicating method and path of storm water (rain) drainage

All items listed for the Footing & Foundation Permit must be completed and submitted in addition to the items listed below for a Building Shell Permit, unless the Footing & Foundation Permit was previously approved. If changes to previously approved permits occur, revised plans must be submitted for approval prior to work being done.

BUILDING SHELL PERMIT (with or without EXTERIOR FINISH)

Allows construction of the complete exterior building envelope, the central core for elevators, stairways, public restrooms, shafts, and mechanical, electrical and plumbing distribution systems.

- _____ 1. Structural Plans
 - _____ a. Superstructure Structural Plans
 - _____ i. Structural Verification for Rooftop Equipment Design Criteria (Wind Speed & Exposure Category, Ground Snow Load,
 - _____ ii. Unbalanced Snow Loads, Live Loads, Drifting, etc.)
 - _____ b. Manufacturer's Certification
 - _____ i. Structural Drawings for Pre-Engineered Metal Buildings
 - _____ ii. Wood Trusses
- _____ 2. Architectural Plans
 - _____ a. Code Foot Print (See Fire Facts 061)
 - _____ b. Floor Plans
 - _____ c. Floor Plans & Elevations of ADA Restrooms with dimensions
 - _____ d. Building Elevations
 - _____ i. Primary overflow drains, pipe size and slope
 - _____ e. Wall Sections w/Schedule (include construction material)
Indicate Structural Fire Protection design by prescription [IBC Table 720.1(1)] or UL/Gypsum Association (include design numbers as applicable) for all through-penetrations
 - _____ i.
 - _____ a. Floor / Ceiling Assemblies w/ Fire Rating
 - _____ b. Roof / Ceiling Assemblies w/ Fire Rating
 - _____ c. Shaft Walls
 - _____ ii. Draft Stopping
 - _____ iii. Fire Blocking
 - _____ f. Exterior Door & Door Hardware Schedule
 - _____ i. Fire Rating of Required Door Assemblies
 - _____ ii. Panic Devices
 - _____ iii. Magnetic Hold-Open Connected to Fire Alarm System
 - _____ iv. ADA Requirements
 - _____ g. Window Schedule
 - _____ i. Safety Glazing Location
 - _____ ii. Egress Window Location & Size
 - _____ h. Stair Detail & Section Plans (inc. rise, run, headroom, handrails, guardrails)
 - _____ i. Handrail & Guardrail Details & Elevations
 - _____ j. Superstructure Mechanical System Plans
 - _____ i. Mechanical Equipment Location & Size
 - _____ ii. Method & Location of Roof Access
 - _____ iii. Location of Hoods & Ducts
 - _____ iv. HVAC Outside Air Calculations
 - _____ v. Paint Booth Requirements (See BLF-131 & BLF-132)

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BUILDING SHELL PERMIT (with or without EXTERIOR FINISH), Continued

- _____ k. Superstructure Electrical System Plans
 - _____ i. Lighting
 - _____ ii. Emergency Lighting
 - _____ iii. Exit Lights
 - _____ iv. Switches
 - _____ v. Electrical Outlets / Receptacles (inc. GFCI)
 - _____ vi. Equipment Disconnects
 - _____ vii. Service Equipment Locations
 - _____ viii Transformer Location
 - _____ ix. Electrical Panel Locations / Sizes
 - _____ x. Type of Wiring Method
 - _____ xi. Hazardous (Classified) Locations
- _____ l. Fire Alarm System Plans
- _____ m. Superstructure Plumbing System Plans
 - _____ i. Water System Sizing, Layout & Calcs.
 - _____ ii. DWV System Isometrics inc. Size & Type of Pipe
 - _____ iii. Backflow Prevention Devices
 - _____ iv. Grease Interceptor (See 2006 UPC)
 - _____ v. Sand / Oil Separator (See 2006 UPC)
 - _____ vi. Gas Pipe Sizing, Layout & Calcs.
 - _____ vii. Location of Plumbing Fixtures
- _____ 3. Food Service Establishment Plan Review Documents (KS Dept. of Agriculture review)
- _____ 4. Project Specification Manual (2 sets)

All items listed for the Footing & Foundation and Building Shell Permits must be completed and submitted in addition to the items listed below for a Exterior Finish Permit, unless the Building Shell Permit was previously approved. If changes to previously approved permits occur, revised plans must be submitted for approval prior to work being done.

EXTERIOR FINISH PERMIT

Allows structural construction / remodel to the exterior of a building

- _____ 1. Structural Plans for Exterior Components
 - _____ a. Exterior Wall Framing Plans, inc. Facades, Mansards, etc.
- _____ 2. Architectural Plans
 - _____ a. Wall Sections
 - _____ b. Building Elevations
 - _____ c. Finish Schedule
 - _____ d. Exterior Door & Door Hardware Schedule
 - _____ i. Fire Rating of Required Door Assemblies
 - _____ ii. Panic Devices
 - _____ iii Magnetic Hold-Open Connected to Fire Alarm System
 - _____ iv ADA Requirements
 - _____ e. Window Schedule
 - _____ i. Safety Glazing Location
 - _____ ii. Egress Window Location & Size

All items listed for the Footing & Foundation Permit and Building Shell Permit must be completed and submitted in addition to the items listed below for an Interior Finish Permit, unless the Footing & Foundation Permit and Building Shell Permit were previously approved. If changes to previously approved permits occur, revised plans must be submitted for approval prior to work being done.

INTERIOR / TENANT FINISH PERMIT

Allows construction of all interior walls, finishes; mechanical, electrical and plumbing systems

- _____ 1. Architectural Plans
 - _____ a. Code Foot Print (See Fire Facts 061)
 - _____ b. Finish Schedule
 - _____ i. Verify Finish Materials Meet Flame & Smoke Spread Ratings
 - _____ ii. Restroom Finishes on Hard, Moisture-Resistant Surface
 - _____ c. Floor Plans
 - _____ i. Floor Plans & Elevations of ADA Restrooms w/ Dimensions
 - _____ d. ADA Fixture Elevations
 - _____ i. Drinking Fountains
 - _____ ii. Mirrors
 - _____ iii. Toilet Tissue Holders
 - _____ iv. Grab Bars
 - _____ v. Toilets
 - _____ vi. Lavatories
 - _____ e. Wall Sections w/ Schedule (inc. construction material)
 - _____ i. Indicate Structural Fire Protection Design by prescription
 - _____ ii. Shaft Walls
 - _____ iii. Draft Stopping
 - _____ iv. Fire Blocking
 - _____ f. Floor / Ceiling, Roof / Ceiling Assemblies w/ Fire Rating
 - _____ i. Indicate Structural Fire Protection Design by prescription
 - _____ g. Interior Door & Door Hardware Schedule
 - _____ i. Fire Rating of Required Door Assemblies
 - _____ ii. Panic Devices
 - _____ iii. Magnetic Hold-Open Connected to Fire Alarm System
 - _____ iv. ADA Requirements
 - _____ h. Interior Window Schedule
 - _____ i. Safety Glazing Location
 - _____ ii. Egress Window Location & Size
 - _____ i. Ramp & Stair Detail & Section Plans (inc. rise, run, headroom, handrails, guardrails)
 - _____ j. Guardrail Details & Elevations
 - _____ k. Superstructure Mechanical System Plans
 - _____ i. Mechanical Equipment Location, Size / Demand
 - _____ ii. Location(s) of 120-volt Electrical Outlet for Mechanical Equipment
 - _____ iii. Method & Location of Roof Access
 - _____ iv. Location & Type of Exhaust Hoods & Ducts
 - _____ v. HVAC Outside Air Calcs.
 - _____ vi. Paint Booth Location & Specs. (See BLF-131 & BLF-132)

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INTERIOR / TENANT FINISH PERMIT, Continued

- _____ I. Superstructure Electrical System Plans
 - _____ i. Lighting
 - _____ ii. Emergency Lighting
 - _____ iii. Exit Lights
 - _____ iv. Switches
 - _____ v. Electrical Outlets / Receptacles (inc. GFCI)
 - _____ vi. Equipment Disconnects
 - _____ vii. Service Equipment Locations
 - _____ viii Transformer Location
 - _____ ix. Electrical Panel Locations / Sizes
 - _____ x. Type of Wiring Method Used
 - _____ xi. Hazardous (Classified) Locations
 - _____ xii. Panel Schedule
 - _____ xiii Power Distribution Diagram
- _____ m. Superstructure Plumbing System Plans
 - _____ i. Water System Sizing & Layout Plan
 - _____ a. Calculations, if prescriptive method is not used
 - _____ ii. DWV System Sizing, Layout Plan
 - _____ iii. DWV System Isometrics inc. Size & Type of Pipe
 - _____ iv. Backflow Prevention Devices
 - _____ v. Grease Interceptor (See 2006 UPC)
 - _____ vi. Sand / Oil Separator (See 2006 UPC)
 - _____ vii. Gas Pipe Sizing & Layout Plan
 - _____ a. Calculations, if prescriptive method is not used
 - _____ viii Location of Plumbing Fixtures
- _____ n. Fire Suppression System Plans
 - _____ i. Fire Line Size & Location
 - _____ ii. Backflow Prevention Devices
 - _____ iii. Fire Department Connection (FDC)
 - _____ iv. Post or Wall Indicator Valve (PIV or WIV)
 - _____ v. Design Area
 - _____ vi. Hydraulic Calculations with Density Graph
 - _____ vii. Owner's Certificate
- _____ 2. Food Service Establishment Plan Review Documents (KS Dept. of Agriculture)
- _____ 3. Project Specification Manual (2 sets)