



City of Salina, Kansas
Commercial Permit/Plan Submittal Standards
Effective June 2023

- Commercial plans submitted for permit application shall contain the following information.
- Please check appropriate box for completeness.
- All items must be checked and initially reviewed by the Permit Technician, prior to the plans and permit application being accepted as a complete submittal.

Note: Staff recognizes that not all items may be applicable to all projects. In the case where items are not applicable, write N/A in the appropriate box.

A. PLAN QUANTITY

- New or expanded buildings (additions) require one (1) set of complete plans in electronic format; County projects require one (1) set of complete plans in electronic format.
- Remodels, white box (shell) and tenant finish projects require one (1) set of complete plans in electronic format
- All drawings shall be to scale

B. DESIGN SEALS

- All plans required by KSBTP shall be sealed and signed by the appropriate design professional in accordance with the provisions of The Kansas State Board of Technical Professions (KSBTP).

C. COVER SHEETS

- Date, proper address and legal description of property
- Edition & name of codes
- Total square footage of project
- Estimated occupant load
- Type of construction
- Occupancy/Use group
- Schedule of Special Inspections (or provide on Structural Sheets)
- Page index
- Owner's name, address, phone, e-mail address & fax
- Designer's name, address, phone, e-mail address & fax

D. SITE PLANS/CIVIL PLANS/SURVEYS

- Property lines & dimensions at a recognized measurable scale
- All Recorded Easements/alleys/streets
- Right-of-ways
- Provide dimensions and sizes of all existing and proposed structures and exterior improvements.
- Distances between structures & from property lines to structures
- Overhead & underground utility and storm drain locations
- Flood zone designations including the base flood elevation (BFE)
- Fences
- Parking (including all ADA spaces)
- North arrow
- Location map with section number
- Location of gas, electric & water meters
- Locations of private sanitary sewer and water service lines with tap location to public mains.
- Site Grading & elevations
- Fire hydrant locations (proposed & existing)
- Water main size with flow calculations for each hydrant
- Paving for vehicular use
- Type of soils characteristics and geotechnical report
- Landscape plan
- Exterior lighting plan

E. ACCESSIBILITY

- Parking
- Accessible routes
- Signage
- Clearances; reach & height tolerances
- Restrooms
- Drinking Fountains
- Phones and other elements
- ADA Standard for Accessible Design 20% Rule Application

F. FOUNDATION & PLAN DETAILS

- Size and depth of footings, piers, column pads, etc.
- Foundation wall & floor slab details
- Reinforcing steel - size, spacing & location
- Structural components

G. BUILDING PLANS

- Code Footprint, in accordance with the Office of the State Fire Marshal (OSFM) regulations and K.A.R. 22-1-7
- Room dimensions & space usage
- Location & size of doors and windows. Provide fenestration calculations.
- Location of heating & cooling equipment
- Provide location and Maximum Allowable Quantities (MAQ) of Hazardous Materials

in accordance with Tables 5003.1.1(1) through 5003.1.1 (4) of the IFC.

- Stationary appliances, furniture, displays, etc.
- Fire & U.L. ratings for walls, floors, doors, etc.
- Location of all fire extinguishers
- Fire Alarm and Fire Sprinkler Plans and Details
- Locations of Fire Service Line and tap, Fire Sprinkler Riser Room and Fire Alarm Panel.

H. EXTERIOR ELEVATIONS

- All stories, details, dimensions & compass directions (North, South, East and West)

I. ROOF, CEILING & FLOOR FRAMING PLANS

- Size, spacing, direction of span & bearing for all framing members
- Types of fastening including clips, hangers, etc.
- Load bearing locations

J. TYPICAL BUILDING SECTION & DETAILS

- Roof, ceiling & floor construction
- Roofing
- Interior & exterior wall construction
- Structural connections
- Concrete & masonry reinforcing
- Fireplace details
- Stairway details
- Specify & give complete information on construction materials such as strength, size, type, grade, etc.

K. MECHANICAL

- Size & location of all mechanical equipment
- Size & location of all ducts
- Indication of plenum-rated devices & equipment when applicable
- R-value of insulation
- Location, rating & type of fire or smoke dampers and smoke detectors
- Location of automatic shutdowns
- Size & type of gas piping
- CFM of fresh air
- Motor horsepower
- BTU input ratings
- Balancing requirements
- Type, size & location of vents
- Termination height of vents
- Location of service receptacles with GFCI protection
- Details of securing all equipment ducts, pipes, etc.

L. ELECTRICAL

- Voltages
- Total connected loads
- Available fault current & calculations
- One line/riser diagram

- Complete grounding details
- Schedules & phase balance
- Derating factors for conduit fill, ambient temperatures & distances
- Sizing & type of all conductors & conduits
- Locations, ampacity & interrupt rating of mains
- Location of all devices & electrically driven equipment
- Circuit distribution & layout
- Location of electrical lighting, switching and receptacles
- Location of all emergency lights and exit signs
- Location of panels, transformers & all equipment within electrical room
- Panel room dimensions and exit locations
- Exterior lighting plan

M. PLUMBING

- Riser diagram
- Location of all plumbing fixtures and total fixture count in accordance with UPC Table 422.1, as amended, in the Salina Code.
- Size & material of all pipes
- Distribution of piping system
- Location and details/specifications for grease interceptors and/or sand/oil separators.
- Designation of fixtures & DWV pipes
- Roof penetration location for vents
- Dimensions for vents, trap arms & waste lines
- Type & location of traps
- Type & location of pressure expansion tanks & pressure reducing valves when supply P.S.I. exceeds 80 lbs.
- Sewer and water tap permits
- Condensate lines

N. STORM WATER MANAGEMENT PLAN

- 1 foot contours
- Location of streams, waterways, channels, ponds
- Location of established flood plains & 100-year flood line
- Location of storm drainage with flow rates & capacity
- Location of downspouts
- Location of flow line of existing sanitary, storm and/or combined sewers
- Type of soils, characteristics & Geotechnical report
- Method to control increased runoff & calculations for determining runoff

O. ENERGY CONSERVATION

- Results of COMcheck software Envelope Compliance, Mechanical Compliance, Interior Lighting Compliance and accompanying checklists.