

MANDATORY REQUIREMENTS CHECKLIST
ADDITIONS AND ALTERATIONS TO NON-RESIDENTIAL BUILDINGS
(COMPLETE AND INCORPORATE THIS FORM INTO THE PLANS)

Permit # _____ - _____ - _____

Date: _____

ITEM #	CODE SECTION	REQUIREMENT	REFERENCE SHEET (Sheet # or N/A)	COMMENTS (e.g. note #, detail # or reason for N/A)
PLANNING AND DESIGN				
1	5.106.1	Storm water drainage and retention during construction		
2	5.106.4.1.1	Short-term bicycle parking (≥ 10 vehicular parking spaces)		
3	5.106.4.1.2	Long-term bicycle parking (≥ 10 vehicular parking spaces)		
4	5.106.5.2	Designated parking (≥ 10 vehicular parking spaces)		
5	5.106.10	Grading and Paving		
WATER EFFICIENCY & CONSERVATION				
6	5.303.1.1	Additions in excess of 50,000 sq ft		
7	5.303.1.2	Excess consumption		
8	5.303.2	Water reduction		
9	5.303.3	Water conserving plumbing fixtures and fittings		
10	5.303.3.3	Showerheads		
11	5.304.1	Outdoor water use in landscape areas		
12	5.304.3	Irrigation controller and sensor application		
13	5.304.4	Outdoor water use meters		
14	5.304.5	Exterior faucets		
15	5.305.1	Graywater ready		
16	5.305.2	Recycled water supply to fixtures		
MATERIAL CONSERVATION & RESOURCE EFFICIENCY				
17	5.407.1	Weather protection		
18	5.407.2.1	Sprinklers		
19	5.407.2.2.1	Nonabsorbent floor and wall finishes		
20		Exterior door protection		
21	5.407.2.2.2	Flashing		
22	5.408.1	Construction waste diversion		
23	5.408.3	Excavated soil and land clearing debris		
24	5.410.1	Recycling by occupants (additions that are > 30% of existing floor area)		

ITEM #	CODE SECTION	REQUIREMENT	REFERENCE SHEET Sheet # or N/A	COMMENTS e.g. note #, detail # or reason for N/A
25	5.410.4	Testing, adjusting and balancing		
26	5.410.4.2	– Systems		
27	5.410.4.3	– Procedures		
28	5.410.4.3.1	– HVAC balancing		
29	5.410.4.4	– Reporting		
30	5.410.4.5	– Operation and maintenance manual		
31	5.410.4.5.1	– Inspections and reports		
ENVIRONMENTAL QUALITY				
32	5.503.1	Fireplace and Woodstoves		
33	5.504.1.3	Temporary ventilation		
34	5.504.3	Covering of duct openings and protection of mechanical equipment during construction		
35	5.504.4	Finish material pollutant control		
36	5.504.4.1	– Adhesives, sealants, and caulks		
37	5.504.4.3	– Paints and coatings		
38	5.504.4.3.1	– Aerosol paints and coatings		
39	5.504.4.3.2	– Verification		
40	5.504.4.4	Carpet systems		
41	5.504.4.4.1	Carpet cushion		
42	5.504.4.5	Composite wood products		
43	5.504.4.6	Resilient flooring systems		
44	5.504.5.3	Filters		
45	5.504.7	Environmental tobacco smoke (ETS) control		
46	5.505.1	Indoor moisture control		
47	5.506.2	Carbon dioxide (CO ₂) monitoring		
48	5.507.4.1	Exterior noise transmission prescriptive method		
49		– Exterior noise transmission for roof		
50		– Exterior noise transmission for walls		
51		– Exterior noise transmission for windows		
52	5.507.4.2	Exterior noise transmission performance method		
53	5.507.4.3	Interior sound transmission		
54	5.508.1	Ozone depletion and greenhouse gas reductions		
55	5.508.2	Supermarket refrigerant leak reduction		