

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

Permit # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

ITEM #	CODE SECTION	REQUIREMENTS	REFERENCE SHEET (Sheet # or N/A)	COMMENTS (e.g. note #, detail # or reason for N/A)
<b>PLANNING AND DESIGN</b>				
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		
6	5.106.13	Cool Roof (Additions ≥ 500 sq. ft. or ≥ 50%)		
<b>ENERGY EFFICIENCY</b>				
7	5.211.1	Solar ready (Additions ≥ 2,000 sq. ft.)		
<b>WATER EFFICIENCY &amp; CONSERVATION</b>				
8	5.303.1.1	Additions in excess of 50,000 sq. ft.		
9	5.303.1.2	Excess consumption		
10	5.303.2	Water reduction		
11	5.303.3	Water conserving plumbing fixtures and fittings		
12	5.303.3.3	Showerheads		
13	5.304.1	Outdoor water use in landscape areas		
14	5.304.3	Irrigation controller and sensor application		
15	5.304.4	Outdoor water use meters		
16	5.304.5	Exterior faucets		
17	5.305.1	Graywater ready		
18	5.305.2	Recycled water supply to fixtures		
<b>MATERIAL CONSERVATION &amp; RESOURCE EFFICIENCY</b>				
19	5.407.1	Weather protection		
20	5.407.2.1	Sprinklers		
21	5.407.2.2.1	Nonabsorbent floor and wall finishes		
22		Exterior door protection		
23	5.407.2.2.2	Flashing		
24	5.408.1	Construction waste reduction		

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25	5.408.2	Universal Waste		
26	5.408.3	Excavated soil and land clearing debris		
27	5.410.1	Recycling by occupants (additions that are > 30% of existing floor area)		
28	5.410.4	Testing, adjusting and balancing		
29	5.410.4.2	– Systems		
30	5.410.4.3	– Procedures		
31	5.410.4.4	– Reporting		
32	5.410.4.5	– Operation and maintenance manual		
33	5.410.4.5.1	– Inspections and reports		
<b>ENVIRONMENTAL QUALITY</b>				
34	5.503.1	Fireplace and Woodstoves		
35	5.504.1.3	Temporary ventilation		
36	5.504.3	Covering of duct openings and protection of mechanical equipment during construction		
37	5.504.4	Finish material pollutant control		
38	5.504.4.1	– Adhesives, sealants, and caulks		
39	5.504.4.3	– Paints and coatings		
40	5.504.4.3.1	– Aerosol paints and coatings		
41	5.504.4.3.2	– Verification		
42	5.504.4.4	Carpet systems		
43	5.504.4.4.1	Carpet cushion		
44	5.504.4.5	Composite wood products		
45	5.504.4.6	Resilient flooring systems		
46	5.504.5.3	Filters		
47	5.504.7	Environmental tobacco smoke (ETS) control		
48	5.505.1	Indoor moisture control		
49	5.506.2	Carbon dioxide (CO <sub>2</sub> ) monitoring		
50	5.507.4.1	Exterior noise transmission prescriptive method		
51		– Exterior noise transmission for roof		
52		– Exterior noise transmission for walls		
53		– Exterior noise transmission for windows		
54	5.507.4.2	Exterior noise transmission performance method		
55	5.507.4.3	Interior sound transmission		
56	5.508.1	Ozone depletion and greenhouse gas reductions		
57	5.508.2	Supermarket refrigerant leak reduction		