



**Building Plan Review Submittal Requirements and
Checklist for
New
Construction**

Current Adopted
Codes

2014 Indiana Building Code (675 IAC 13-2.6) 2014 Indiana Fire Code (675 IAC 22-2.5)
2014 Indiana Mechanical Code (675 IAC 18-1.6) 2010 Indiana Energy Conservation Code (675 IAC 19-4)
2009 Indiana Electrical Code (675 IAC 17-1.8) 2014 Indiana Fuel Gas Code (675 IAC 25-3)
2012 Indiana Plumbing Code (675 IAC 16-1.4)

*(also: Associated codes and standards. For a complete
list of Indiana adopted codes and standards go to
www.in.gov/dhs)*

This checklist is provided for the convenience of our applicants. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by staff. Please use the following information to ensure that your application includes all of the information that is necessary for a complete review of your plans.

Applicants are responsible for submitting complete applications. Incomplete applications will result in plans being rejected for acceptance or returned to the applicant during the review process.

Submittal Package:

- 1 electronic copy of plans in pdf format
- 1 copy of specifications (if applicable)

New Construction Plans

Construction plans must be stamped in accordance with Indiana General Administrative Rules 675 IAC 12-6-7.

Plans must contain the following minimum contents where applicable. This list is not intended to be all-inclusive of every detail required on a set of New Construction Plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets.



Cover Sheet – Include general project information, such as: address, location map, and square footage of the structures. Also include a complete code analysis of the proposed building and state type of construction. State occupancy classification, occupancy loads, exiting requirements, fire sprinklers and fire alarms. Cover sheet must have a legend of symbols and abbreviations used throughout the plan set.

Code Analysis Info – as applicable

- ✓ The list of adopted codes and its edition used for the building design
- ✓ Occupancy type
- ✓ Special use and occupancy requirements (IBC Chapter 4 and IFC)
- ✓ Total square footage. New and Existing (if applicable)
- ✓ Actual and Allowable building heights and areas
- ✓ Frontage increase applied. Provide calculations
- ✓ Fire sprinklers increase applied. What percentage? Provide calculations
- ✓ Unlimited area building (if applicable)
- ✓ Type of construction. New and Existing (if applicable)
- ✓ Fire and smoke protection features installed
- ✓ Interior finishes classification
- ✓ Fire protection systems being installed
- ✓ Occupant load New and Existing (if applicable)
- ✓ Occupant load per room including occupant load factor and square footage per room
- ✓ Occupant load per exit door including occupant load factor. New and Existing (if applicable).
- ✓ Travel distance
- ✓ Corridor ratings
- ✓ Accessibility requirements met
- ✓ Roof assembly construction and rating
- ✓ Elevator installed-electric or hydraulic
- ✓ Fire walls, ratings, and UL Design (Provide copy of UL documents)
- ✓ Fire barriers and ratings



- Fire partitions and ratings
- Fire Doors, ratings, and UL Design (Provide copy of UL documents)
- Fire Windows, ratings, and UL Design (Provide copy of UL documents)
- Identify any deficiencies. Provide a plan of action, from the architect, to fix any problems identified during initial design.

Life Safety Plan – Life Safety Plan:

- Entire building layout
- Occupant travel distance in feet
- The location of all fire walls and their ratings. Provide the UL design cut sheet
- The location of all fire barriers and their ratings. Provide the UL design cut sheet
- The location of all fire partitions and their ratings. Provide the UL design cut sheet
- The location of all draft stopping
- The location of all fire extinguishers with the associated travel distance
- The location of all load bearing walls and their ratings
- Indicate the direction of swing for all doors
- Location of all rated doors and their rating specifications
- Location of all rated windows and their rating specifications
- Location of all Rescue Windows
- Occupant load per room including the occupant load factor and square footage per room
- Occupants per exit door and its occupant load factor. New and Existing (if applicable)
- Dead end corridors

Site Details – Include trash enclosures, parking areas, accessibility, wall details, and screening methods for all ground mounted mechanical equipment.

Floor Plans – Dimensioned floor plans showing all walls, structural elements, exits, windows, fire assemblies, draft stops, separations, and related information. All floor plans must be provided with a directional indicator (North) and a numerical scale.

Roof and Ceiling Plans – [ceiling plans may not apply to shell applications] Show all elements, assemblies, fire ratings, and material. Include dimensions and details as required.



- Exterior Elevations** – Show all views, openings, vertical dimensions, and heights. Provide elevations of exterior walls, including screening methods for all mechanical, electrical, utility, and communications equipment [if applicable].

- Building and Wall Sections** – Show all height dimensions, materials of construction, non-rated and fire-rated assemblies, and fire-rated penetrations. Provide the UL design

- Architectural Details** – Building sections, wall sections, waterproofing, fire proofing, weather proofing, door and window information, finishes, and accessibility requirements.

- Foundation Plans** – Show all foundations and footings. Indicate size, locations, thicknesses, materials, strengths, and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, and post bases.

- Floor and Roof Framing Plans** – Show all structural members, their size, methods of attachment, location, and materials for roof.

- Mechanical Details** – [may not apply to shell applications] Provide dimensioned mechanical plans showing duct layouts and sizes, fire, smoke, and combination fire/smoke dampers. Location of mechanical units on roof, ground, or walls. Provide cross-section of roof showing mechanical units and parapet walls. Equipment Schedules [may not apply to shell applications] Provide a detailed schedule of all mechanical equipment and sizes.

- Electrical Details** – Show the size and location of the main electrical service equipment and all sub-panels. Show the location of all outlets, switches, light fixtures (interior and exterior and site), and any special outlets. Identify the locations of all required GFCI and AFCI protected outlets and light fixtures.



- Plumbing Details** – Plumbing Fixture Schedule [may not apply to shell applications] List each individual fixture and indicate whether each fixture is connected to water, direct waste, and/or indirect waste in a fixture table.

Gas Plan [if applicable] Provide gas demand schedule showing individual and total appliance

BTU/CFH demands. Provide plan view or isometric drawing showing gas pipe type, size, length and shut off location.

- Accessibility Details** – Provide accessibility details on all plumbing elements and facilities (restrooms, bathing rooms, locker rooms, drinking fountains, etc.)

- Fire Sprinkler and Alarm System Details** – See Fire Protection Systems Plan Review Checklist.

Fire protection system documents are typically submitted by a fire protection subcontractor after the main set of building plans are accepted for review.