



**Building Plan Review Submittal Requirements and
 Checklist for
Remodel
 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 copy of plans
- 1 copy of specifications (if applicable)

Remodel 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. This list is not intended to be all-inclusive of every detail required on a set of Remodel 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: project title, address, location map, etc.



Cover sheet may include the 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

- List codes and editions used for the building design
- Occupancy Type
- Construction Type. New and Existing (if applicable)
- Special use and occupancy requirements (IBC Chapter 4 and IFC)
- Total square footage
- Fire protection systems being installed
- Occupant load
- Occupant load factor per occupancy type
- Code required width of exits based on occupancy type compared to what is provided
- Fire-rated assemblies required/proposed
- Smoke barriers required/proposed
- Smoke partitions required/proposed
- Travel distances allowed for occupancy type
- Corridor ratings
- Accessibility requirements met
- 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)

Life Safety Plan – as applicable

- Overall floor layout where remodel is located
- Occupant travel distance in feet
- The location of all fire walls and their rating. Provide the UL design cut sheet
- The location of all fire barriers and their rating. Provide the UL design cut sheet
- The location of all fire partitions and their rating. Provide the UL design cut sheet
- The location of all draft stopping
- The location of all fire extinguishers
- The location of all load bearing walls and their rating
- 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
- Dead end corridors



- Floor Plans** – Dimensioned floor plans showing all walls, structural elements, exits, windows, fire assemblies, separations, room/space identification, and related information. All floor plans must be provided with a directional indicator (North) and a numerical scale.
- Building and Wall Sections** – Show dimension of all heights, materials of construction, non-rated and fire-rated assemblies, and fire-rated penetrations. Provide the UL design numbers
- Architectural Details** – Building sections, wall sections, door and window information, reflective ceiling, interior finishes, and accessibility requirements.
- Mechanical Details** – Provide dimensioned mechanical plans showing duct layouts and sizes, fire, smoke, and combination fire/smoke dampers. Location of mechanical units on roof, ground, or other. Provide cross-section of roof showing mechanical units and parapet walls. 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), exit signs, emergency lighting, and any special outlets. Identify the locations of all required GFCI and AFCI (dormitories and dwelling units) protected outlets and light fixtures
- Plumbing Details** – 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 Checklists. Fire protection system documents are typically submitted by a fire protection subcontractor after the main set of building plans are accepted for review.



WHITE RIVER TOWNSHIP
FIRE DEPARTMENT