

Information & Drawings Required  
For Alterations of Existing Buildings  
OBC Related Buildings  
Section 106 (OBC)

- 2 1. Name and Address of Job
- O 2. Identification of Occupancy Classification, Construction Type & Fire Protection
- O 3. Key Plan or Site Plan Showing Location of Work
- O 4. Floor Plans Showing (Drawn to scale)
  - O A) Existing & new walls and walls to be removed;
  - O B) Identification of all rooms with respect to their proposed use,
  - O C) Adequate dimensions for all new construction and new rooms,
  - O D) Identification & information on all existing & proposed doors including hardware;
  - O E) Identification of all existing & proposed windows;
  - O F) Identification of all existing stairs and details or proposed stairs-
  - O G) Dimensions & details of all restrooms as necessary to determine ADA compliance;
  - O H) Wall construction key or wall sections to indicate details of wall construction.
  - O I) Test design numbers for all fire rated assemblies.
- O 5. Cross-sections as necessary to clarify work
- O 6. Ceiling plan showing the construction of ceilings, lighting and exit sign and emergency lighting locations
- O 7. HVAC plans showing ductwork changes, diffuser and return locations and amount of cfm supply and exhaust to be provided (separate permit required for HVAC).
- O 8. Method of firestopping all fire rated construction where mechanicals and electricals penetrate.
- O 9. Such other plans, section details or elevations necessary to clarify construction.
- 2 10. Plans must identify the person primarily responsible for their preparation and provisions for safety and sanitation on the plans (106.3.4 OBC). Plans must be signed and sealed by a registered design professional unless determined by the building official to be minor in nature.