

Commercial Plan Review - Code Summary Requirements

When is a Code Summary required?

A Code Summary document is required for commercial projects and is a summary description of major building code required life-safety and accessibility components of a project.

What is the purpose?

The Code Summary presents to the plan reviewers pertinent code issues. This shortens the time the reviewer must spend studying the plans in order to learn the intended method of complying with type of construction, allowable area, number of exits, location of fire walls, smoke barriers, accessible routes, plumbing fixture calculations, zoning issues, parking calculations, etc.

The Code Summary becomes a record of code compliance necessary for work proposed in or additions to existing buildings.

What information is required?

A Code Summary must include a written summary of the following information, as applicable to the project.

1. Facility information
 - Name of building
 - Address
 - Owner name
 - Owner contact info, including address and email
2. Designer information
 - Name of design professional
 - Firm name
 - Contact information, including phone, address and email
3. A list of codes the building was designed to comply with
4. Description of work
 - New building, addition, remodeling, change of use, prior use, etc.
5. Area, height and number of stories
6. Type of construction
7. Occupancy use group classifications
8. Separated or Non-separated uses
9. Calculations showing compliance for allowable area, height & stories, including calculations for frontage increase
10. Extent of active fire-protection features: Sprinklers, standpipes, detection, alarms, smoke-control, emergency power, lighting, etc.

11. Proposed alternate methods or material stated and justified
12. Requests for modifications stated and justified
13. Delayed submittal requests stated and dates of submittal proposed

A graphic representation, such as a Life-Safety Plan or Code Plan, is also required but does not replace the required written summary.

This plan must include:

- Floor plans
- General room layouts with uses clearly shown and number of occupant for each room
- Distance to property lines, streets, and buildings on same site
- Location and rating of rated walls
- Fire walls, fire barriers, fire partitions, smoke barriers, corridors, horizontal exits, exit enclosures, exit passageways
- Occupancy Classifications for all spaces, including identification of incidental use rooms and accessory use spaces
- Types of Construction
- Exits, interior and exterior, with full means of egress shown
- Exit signage
- Number of occupants using each exit and calculation of exit width
- Emergency lighting locations
- Travel distance shown
- Common path of egress shown
- Fire department connection and control panel
- Accessible entrances and exits
- Elevators
- Areas of refuge