



# Plan Review-Commercial Quality Assurance Checklist



Permit Number: \_\_\_\_\_ Plans Examiner: \_\_\_\_\_  
 Project Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Audit by: \_\_\_\_\_

Plan review item	Is item acceptable?			Comments
	Yes	No	N/A	
OSSC Chapter 3: Use and occupancy classification				
• Check the status of <a href="#">Architect</a> license / <a href="#">Engineer</a> license				
• Identified correct occupancy (ies)				
• Verified required occupancy separations (Table 508.4)				
OSSC Chapter 4: Special requirements based on use and occupancy classification				
• Identified special requirements based on use and occupancy				
OSSC Chapter 5: General building height and areas				
• Verified the allowable area based on single occupancy or non-separated use				
• Verified the allowable height				
• Verified the fire-resistive construction				
• Identified fire walls, fire barriers, fire partitions, etc.				
• Verified fire-resistive substitution				
• Identified accessory occupancies				
• Identified special provisions				
OSSC Chapter 6: Type of construction				
• Verified type of construction				
• Verified fire-resistive requirements based on Table 601				
OSSC Chapter 7: Fire and smoke protection features				
• Verified fire-resistive listings				
• Verified fire-resistive construction of fire walls, fire barriers, fire partitions				
• Verified fire-resistive construction of horizontal assemblies				
• Verified opening protection				
• Verified shaft enclosures construction				
• Verified fire blocks and draft stops				
• Verified parapet construction				
• Verified ducts and air transfer opening protection				
OSSC Chapter 8: Interior finishes				
• Verified interior finishes				
OSSC Chapter 9: Fire protection systems				
• Verified fire sprinkler requirements				

Plan review item	Is item acceptable?			Comments
	Yes	No	N/A	
• Identified alternative automatic fire extinguishing systems				
• Verified standpipe requirements				
• Verified fire alarm requirements				
• Verified smoke control requirements				
• Verified smoke and heat venting				
OSSC Chapter 10: Means of egress				
• Verified the occupant load				
• Verified the width of egress				
• Verified the number of exits required				
• Verified the exit signs				
• Verified means of egress illumination				
• Verified exit and exit access door requirements				
• Verified common path requirements				
• Verified travel distance requirements				
• Verified corridor requirements				
• Verified exit enclosures requirements				
• Verified exit passageways requirements				
• Verified horizontal exit requirements				
• Verified exit discharge requirements				
• Verified special exist requirement for assembly occupancies				
OSSC Chapter 11: Accessibility				
• Verified accessible route				
• Verified accessible parking requirements				
• Verified area of rescue and assistance requirement				
• Verified facility accessibility requirements				
• Verified accessibility design and construction standards requirements				
• Verified accessibility requirements for dwelling units				
• Verified accessibility requirements for existing building				
OSSC Chapter 12: Interior environment				
• Verified light and ventilation requirements				
OEEESC: Oregon Energy Efficiency Specialty Code				
• Verified Com-check forms received and reviewed				
OSSC Chapter 14: Exterior walls				
• Verified the location to the property line				
• Verified fire-resistive construction				
• Verified opening protection				
OSSC Chapter 15: Roofing				
• Verified roof/attic access and ventilation				
• Verified roof drainage				
OSSC Chapter 16: Structural design requirements				
• Verified dead and live loads				
• Verified basic wind speed and exposure				
• Verified design wind pressures				
• Verified seismic design criteria				

Plan review item	Is item acceptable?			Comments
	Yes	No	N/A	
• Verified base shear calculation				
• Verified proper design of footings				
• Verified proper design of beams				
• Verified proper design of columns				
• <b>Verified proper design of shear walls</b>				
• <b>Engineer calculations reviewed and approved by the division engineer</b>				
OSSC Chapter 17: Structural tests and special inspections				
• <b>Verified special inspection requirements</b>				
• <b>Special inspection agreement received, reviewed and approved</b>				
• <b>Approved fabricator reviewed and approved</b>				
OSSC Chapter 18: Soils and foundations				
• Geotechnical report received and reviewed				
• Verified foundation recommendations				
OSSC Chapter 19: Concrete				
• Reviewed and approved by the division engineer				
OSSC Chapter 21: Masonry				
• Reviewed and approved by the division engineer				
OSSC Chapter 22: Steel				
• Reviewed and approved by the division engineer				
OSSC Chapter 23: Wood				
• Reviewed and approved by the division engineer				
OSSC Chapter 24: Glass and glazing				
• Verified safety glazing requirements				
OSSC Chapter 29: Plumbing system				
• Verified minimum fixture requirements				

**Note:**

- Items marked in **RED** are considered “**MAJOR**” and the goal is to have none of these items marked unacceptable.
- All other items are “**MINOR**” and the goal is to have five or fewer of these items marked unacceptable.