

# City of Leeds

Department of Inspection Services

Instructions: Complete and attach this form to each plan set. Commercial plans must be submitted with this form in order for your plans to be considered as complete for the purpose of plans review. Incomplete plans will cause delay in the processing of your application. Please note these items are only required if the scope of work is applicable.

Please check each box and indicate if the item is included on the form the applicable sheet number or N/A if not applicable.

Included	Plan Requirement	Sheet No.
<input type="checkbox"/>	Plans Issued for Review Must Be Ready for Construction – Plans may “NOT” be marked “Preliminary” or “Not for Construction”	N/A
<input type="checkbox"/>	<b>Building Permit Application-</b> A complete Application is required for each new structure, lease remodel or build-out proposed	
<input type="checkbox"/>	<b>Plan Review Fee Valuation (Cost of Improvements)</b> – Permit fees are based on the total cost for all work proposed including labor and design costs and must be provided for each separate permit. This cost shown on each application for multi-numbered projects must reflect the cost associated with the scope of work for each separate project number at each separate address.	Reflect on Building Permit Application
<input type="checkbox"/>	<b>Energy Code Software</b> - Required for building projects, If exempt, indicate on the plans why exempt	
<input type="checkbox"/>	<b>Letters of Availability</b> – ADEM (for project where the disturbed area is 1 acre or greater) or Storm Water Permits (where disturbed areas are less than 1 acre) are required for all new construction and site renovations. Sewage disposal approvals are required for new construction, change in occupancy, and/or an increase or decrease of capacity for any proposed development. Photocopies of the sewage disposal approvals must be attached to the front of each plan set when submitting.	Attach to plans
<input type="checkbox"/>	<b>Plan Sets</b> – PDF are acceptable or 2 sets that match and are bound – 4 sets for Hazardous Materials and High Pile Storage	N/A
<input type="checkbox"/>	<b>Site Plan</b> -Required for all new buildings, structures, parking lots, grading permits and additions. Also required for a change in occupancy (a.k.a. conversion)	
<input type="checkbox"/>	<b>Landscaping</b> – For new parking lots, new buildings, and for additions greater than 1,000 sq. ft.	
<input type="checkbox"/>	<b>Structural &amp; Nonstructural Drawings</b> <ol style="list-style-type: none"> <li>1. Labeled floor plan with drawing details for the proposed scope of work.</li> <li>2. Structural plans</li> <li>3. Architect plans, each sheet sealed, signed and dated: as required by the Alabama Board of Architects</li> <li>4. Engineer plans, each sheet sealed, signed and dated: as required by the Alabama Board of Engineers</li> <li>5. Code Analysis for new structures, change of occupancy of Level 2 and 3 alterations.</li> <li>6. Soil Report for new buildings and additions, and soil classification listed on the foundation plan by the engineer.</li> </ol>	

	7. Door and Hardware Schedule, Glazing Schedule, and Wall Schedule and legend differentiating the walls shown in the plan.	
<input type="checkbox"/>	<b>Mechanical</b> – All new buildings and renovations that involve a change of occupancy or that meet Level 2 or 3 alterations, new or change out of equipment, fire/smoke dampers, or new or replaced units	
<input type="checkbox"/>	<b>Electrical</b> <ol style="list-style-type: none"> <li>1-line Diagram – Required for all new buildings, new services, added loads, changes of occupancy, level 2 or 3 alterations.</li> <li>Load Analysis – Required for new buildings, new services, added loads, or changes of occupancy, level 2 or 3 alterations.</li> <li>Panel Schedule – Required for new buildings, new service, added loads, or change of occupancy or level 2 or 3 alterations.</li> </ol>	
<input type="checkbox"/>	<b>Plumbing</b> <ol style="list-style-type: none"> <li>Riser Diagram and Floor Plan – Required for new piping, new plumbing fixtures, and/or change in occupancy.</li> <li>Letters of Sewer/Septic Availability/Permit – Required for grading projects, parking lots, new buildings, existing structures with increased fixtures, changes in occupancy or level 2 or 3 alterations.</li> </ol>	
<input type="checkbox"/>	<b>Storm Drainage/Civil Plans</b> – All new Parking lots, new buildings, grading permits, and projects adding impervious cover.	
<input type="checkbox"/>	<b>Fire Alarm Plans</b> – When required by code, included in the project, or for renovations where fire alarm systems exist.	
<input type="checkbox"/>	<b>HazMat Details or Exemption Form</b> – For labs, fabrication, storage facilities and retail occupancies involving hazardous materials.	
<input type="checkbox"/>	<b>High Piled Details and Exemption Form</b> – For all storage and some retail occupancies	
<input type="checkbox"/>	<b>Health Plans</b> – For all projects involving food and drink preparation; and food and drink establishments – Health Dept. approval is needed at the time the Certificate of Occupancy is issued by the City.	

Code Analysis		
Complete the below information for the specific project:		
Code Editions	Building:_____ Electrical:_____ Fire:_____	
	Mechanical:_____ Plumbing:_____ Energy:_____	
Use and Occ. Classification	Use (specific use of the proposed building or space):_____	
	Occupancy Classification:_____	
	For remodel, is the current use and occupancy of the building? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Height/Stories	Height in Feet:_____ No of Stories:_____	
Type of Construction	Type of Construction:_____	
	Sprinkled 100%: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	
Occ. Load & Existing Analysis	_____	