GENERAL BUILDING PERMIT CHECKLIST
EXISTING BUILDINGS WITHOUT ADDITIONS,
EXCLUDING BUILDINGS REGULATED BY THE IRC

I. CONSTRUCTION AND OCCUPANCY CHECK:

1. Does the application propose a change of occupancy?  
   □ YES □ NO

2. Will the change of occupancy affect: □ a PORTION of the building or space OR □ the ENTIRE building

3. Proposed Occupancy Classification(s): □ A-1 □ A-2 □ A-3 □ A-4 □ A-5 □ B □ M □ E □ U □ F-1 □ F-2 □ R-1 □ R-2 □ R-3 □ R-4 □ S-1 □ S-2 □ H-1 □ H-2 □ H-3 □ H-4 □ H-5 □ I-1 □ I-2 □ I-3 □ I-4

4. Compliance Path used for this review: _______________________________________________________________________

5. How many stories is the existing building?: ________________

6. What is the building's defined or equivalent type of construction under the current IBC?__________________________________________________________

7. If construction type declared under a prior code edition please note the original type here:__________________________________________________________

8. Does the existing building have a sprinkler system?  □ YES □ NO
   
   a. If not, are sprinklers proposed?  □ YES □ NO

   Extent of coverage: □ entire building □ partial, note area(s): ________________________________________________________________

9. Does the existing building have standpipe(s)? □ YES □ NO
   
   a. If not, are standpipes proposed? □ YES □ NO

10. Are any special occupancies found in IBC Chapter 4 present or proposed? □ YES □ NO □ N/A

II. MEANS OF EGRESS:

1. How many exits are currently available? □ ONE (1) □ TWO (2) □ THREE (3) □ OTHER _________________________

2. Is a change to the quantity or size of existing exits proposed? □ YES □ NO □ N/A
   
   a. Will the quantity or width of exits: □ INCREASE OR □ DECREASE

3. Is a change to the location of existing exits proposed? □ YES □ NO □ N/A
   
   a. If relocated will exit remoteness be: □ IMPROVED OR □ WORSENED

   b. Does exit access travel distance increase? □ YES □ NO □ N/A

      If yes, is it still compliant? □ YES □ NO ________________________ (note linear feet)

   c. Do all new exits lead to: □ a public way and / or □ a compliant egress court that reaches a public way

                     □ other, note here________________________________________

4.a. What is the calculated occupant load? ________________ 4.b. What is the requested occupant load? __ _______________

5. Do any spaces require a lawful occupancy sign? □ YES □ NO
   
   a. Describe spaces to be posted here__________________________________________________________________________

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6. Where occupant load exceeds fifty (50) do all doors swing in direction of egress travel? □ YES □ NO □ N/A

7. Are any existing open stairways required to be enclosed? □ YES □ NO □ N/A

   a. Is the fire rating of exit enclosure satisfactory? □ YES □ NO

   b. Are fire doors provided? □ YES □ NO

      i. Is fire door rating satisfactory? □ YES □ NO

      ii. Are doors self-closing? □ YES □ NO

III. COMMON ALTERATION CONSIDERATIONS:
IF NO ALTERATIONS ARE PROPOSED PLEASE CHECK HERE: □

1. Is any alteration proposed that results in a less compliant condition than what currently exists? □ YES □ NO

2. Is a primary function area affected by proposed alterations? □ YES □ NO □ N/A

   a. If no, describe the affected area:______________________________ (e.g. utility space, corridor, kitchen, etc.)

3. Is an accessible entrance to the building present? □ YES □ NO

   a. If not, is one proposed? □ YES □ NO

4. Is an accessible route to the primary function area provided? □ YES □ NO

   If not, is one proposed? □ YES □ NO

5. Are alterations limited solely to accessibility improvements? □ YES □ NO

6. Are exterior wall infill, new partitions and floor-ceiling / roof assemblies consistent with construction type as defined in Table 601 of the IBC? □ YES □ NO □ N/A

7. If assembly materials or ratings result in a reduced type of construction does the occupancy allow such a reduction per Table 503 of the IBC? □ YES □ NO □ N/A

8. Are any new exterior wall openings proposed at any story? □ YES □ NO □ N/A

   a. If yes, is percentage of story and protection compliant with table 705.8 for fire separation distance and degree of provided protection? □ YES □ NO □ N/A

9. Are any existing floor-ceiling or roof assemblies being altered? □ YES □ NO □ N/A

   a. Are fire rating(s) satisfactory? □ YES □ NO

10. Are any new shafts proposed? □ YES □ NO □ N/A

    a. Are fire rating(s) satisfactory? □ YES □ NO

11. Are any new toilet rooms or plumbing facilities proposed? □ YES □ NO □ N/A

    a. If yes, does fixture count comply with Table P-701? □ YES □ NO
b. Is a family-assisted use toilet room required? □ YES □ N/A

12. Are all newly constructed toilet rooms accessible? (A-117.1 compliance required for new) □ YES □ NO □ N/A

13. Are any new public service, checkout, point of sale or similar counters proposed?
   a. Height and approach compliant? □ YES □ NO □ N/A

14. Is at least one (1) van accessible parking space provided where parking is proposed? □ YES □ NO □ N/A