### I. CONSTRUCTION AND OCCUPANCY CHECK:

1. Was the previous occupancy verified for affected building or space?  
   - YES  
   - NO  
   - N/A  

   a. If yes, please identify source of occupancy:  
      - ARCHIVE  
      - PERMIT TRACKING  
      - HANSEN  
      - ECLIPSE  

   Statement or Certificate of Occupancy: ______________(approved use group(s)) ___ / ___ / _______(date issued)  
   AND / OR  
   Use Registration Permit from Zoning only: ______________(number) ___ / ___ / _______(date issued)

2. Does the application propose a change of occupancy?  
   - YES  
   - NO

3. Will the change of occupancy affect:  
   - a PORTION of the building or space  
   - the ENTIRE building

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

5. Compliance Path used for this review: ____________________________________________________________

6. How many stories is the existing building? ______________

7. What is the building’s defined or equivalent type of construction under the current IBC?__________________________

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

9. 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):__________________________

10. Does the existing building have standpipe(s)?  
    - YES  
    - NO

    a. If not, are standpipes proposed?  
    - YES  
    - NO

11. 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  
      - DECREASE

3. Is a change to the location of existing exits proposed?  
   - YES  
   - NO  
   - N/A

   a. If relocated will exit remoteness be:  
      - IMPROVED  
      - 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__________________________

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

    Is fire door rating satisfactory?  ☐ YES ☐ NO

    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

  b. Are Automatic Powered Doors at accessible entrances proposed?  (IBC 2021, Sect. 1105.1.1) ☐ YES ☐ NO ☐ N/A

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? □ YES □ NO □ N/A
    a. Height and approach compliant? □ YES □ NO

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

15. Is an exterior accessible route being provided? (IEBC 2021, Section 306.7.5) □ YES □ NO □ N/A