

Residential Building Department Resource Package
Plan Examination Check List
BBS Form 2-1
RCO 107.4 and 5

March 2015



EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

Typical location of information (may be found elsewhere in construction documents)	Code Section	In compliance	Not in Compliance (add these to correction list)	N/A	Insufficient information on documents (add these to correction list)	Notes
Title Sheet or Application	RCO 106.1.3 (1), 107.2					
Applicability of Code	RCO 101.2 exceptions					
Exempt from Approval	RCO 102.10					
Scope of Work	RCO 101.2					
New	RCO 101.2					
Existing	RCO 102.7, 113					
Change of Occupancy	RCO 113.7					
Alteration	RCO 113.5					
Addition	RCO 113.4					
Industrialized Unit	RCO 106.1.4, 107.2					
Mixed Occupancy	RCO 101.2, Ex 3 OBC 310.1					
Accessory Structure	RCO 101.2, 102.10(1), 202					
Detached Garage	RCO 101.2, 202, 309					
Deck	RCO 102.10(9), 301.5, 317, 502.2.2					
Two-Family Dwelling	RCO 302.3					
Three-Family Dwelling	RCO 302.2					
Four –Family and above (Exclusively Group R-3 Dwelling Units)	RCO 302.2 OBC 310.1					
Attached Garage	RCO 302.5-302.6, 309					
Post Frame Accessory Structure	RCO 324					
Storm Shelter	RCO 323					
Separation of units	RCO 302.2, 302.3					
Site Plan	RCO 106.1.3(2)					
Building Separation Distance/Location on Lot	RCO 302.1					
Exterior wall fire resistance rating	RCO 302.1					
Site Accessibility plan (4 or more dwelling units)	RCO 106.1.3(2.1), 320					
Site connection details for Industrialized Units	RCO 106.1.4					
Finish grade	RCO 401.3, 403.3.3					
Flood Maps (if within flood hazard area)	RCO 106.1.3(2.1)					
Utility line and meter locations, sizes, and point of entry into building	RCO 2415.4, 2415.10, 2415.12 OPC 305.5 NEC 300.5					

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Structural Plan and Sections	RCO 106.1.3 (4), (5) & (6)					
Building Height	RCO 101.2, Ex 2					
Story Height	RCO 301.3					
Footing Details	RCO 403					
Materials	RCO 403.1					
Depth of Footing	RCO 403.1.4					
Size of Footing	RCO 403.1.1					
Deck Footing	RCO 403.5					
Footings adjacent to slopes	RCO 403.1.7					
Insulation	RCO Ch 11					
Precast Concrete Foundation Footings	RCO 403.4					
Soil Type	RCO 401.4, 405.1					
Assumed Design Soil Bearing Pressure	RCO 401.4.1					
Soil Test Reports	RCO 401.4					
Design Loads	RCO 301					
Live Loads/Dead Loads	RCO 301.5					
Snow Load	RCO 301.2.3, 301.6					
Wind Load	RCO 301.2.1					
Seismic Design Category	RCO 301.2.2					
Flood-Resistant Design	RCO 322, 2404.7					
Foundation Construction Details	RCO Ch 4					
Materials	RCO 402, 403.1, 404					
Masonry walls	RCO 404.1.1					
Reinforcement	RCO Tables 404.1.1					
Concrete walls	RCO 404.1.2					
Strength of Concrete	RCO 402.2					
Reinforcement	RCO 404.1.2.3.7					
Anchorage	RCO 403.1.6					
Insulation	RCO 409.1 RCO Ch 11					
Precast Concrete Foundations	RCO 404.5					
Frost Protected Shallow Foundations	RCO 403.3					
Underground utilities/foundation penetrations	RCO 2415.4, 2415.10, 2415.12 OPC 305.5 NEC 300.5					
Termite protection	RCO 318					
Foundation Drainage	RCO 405					
Backfill	RCO 401.2					
Dampproofing	RCO 406.1					
Waterproofing	RCO 406.2					
Crawl space	RCO 408					
Ventilation	RCO 408.1					
Access	RCO 408.4					
Columns	RCO 407					

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Structural Plan and Sections (Continued)	RCO 106.1.3 (4), (5) & (6)					
Floor Construction	RCO Ch 5					
Wood Floor Framing	RCO 502					
Grade mark	RCO 502.1					
Allowable joist spans	RCO 502.3					
Allowable girder spans	RCO 502.5					
Wood I-Joists	RCO 502.1.4					
Wood floor trusses	RCO 502.11					
Bridging	RCO 502.7					
Drilling and notching	RCO 502.8					
Exterior decks	RCO 317.4, 502.2.2, 502.1.7					
Floor sheathing	RCO 503					
Floor protection	RCO 502.14					
Fireblocking	RCO 302.11, 502.13					
Draftstopping	RCO 302.12, 502.12					
Steel Floor Framing	RCO 505					
Wall Construction	RCO Ch 6					
Vapor retarders	RCO 601.3					
Insulation	RCO Ch 11					
Flame spread	RCO 302.10, 302.13					
Weather Protection	RCO 703					
Siding attachment	RCO Table 703.4					
Water resistive barrier	RCO 703.2					
Wind resistance	RCO 703.1.2					
Sealing/Air Barrier	RCO Ch 11					
Exterior Plaster (Stucco)	RCO 703.6					
Stone & Masonry Veneer	RCO 703.7					
Wood Wall Framing	RCO 602					
Grade mark	RCO 602.1					
Stud spacing	RCO 602.3.1					
Fire blocking	RCO 302.11, 602.3, 602.8					
Drilling and notching	RCO 602.6					
Headers	RCO 602.7					
Wall bracing	RCO 602.10					
Methods	RCO 602.10.4					
Wall sheathing	RCO 602.10.4.2, 602.10.6.4, 604, 605					
Anchor bolts	RCO 403.1.6					
Steel Wall Frame	RCO 603					
Wood Structural Panels	RCO 604					
Masonry Walls	RCO 606					
Reinforcement	RCO 606.9.1, 606.11					
Lintels	RCO 606.10					
Mortar	RCO 607.1					
Multiple wythe	RCO 608					
Concrete Walls	RCO 611					

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Structural Plan and Sections (Continued)	RCO 106.1.3 (4), (5) & (6)					
Windows and Doors	RCO 612					
Flashing	RCO 703.8					
Testing & Labeling	RCO 612.6					
Garage Doors	RCO 309.4, 612.7					
Performance	RCO 612.5 & RCO Ch 11					
Emergency Escape Windows	RCO 310					
Structural Insulated Panels (SIPS)	RCO 613					
Roof Construction	RCO 802.2					
Wood Framing	RCO 802.3					
Cutting & Notching	RCO 802.7					
Bridging	RCO 802.8					
Truss drawings	RCO 802.10					
Truss/wall connection	RCO 802.10.5					
Rafter tie	RCO 802.3.1					
Tie-down	RCO 802.11					
Lateral support & Bridging	RCO 802.8					
Roof Sheathing	RCO 803.2					
Steel Framing	RCO 804					
Attic Access	RCO 807					
Roof ventilation	RCO 806					
Weather Protection	RCO 903					
Roof coverings	RCO 905					
Ice Guard	RCO 301.2(1), 905.2.7.1					
Flashing	RCO 905					
Insulation	RCO 906 RCO Ch 11					
Flame Spread	RCO 302.10, 302.13					
Architectural Floor Plan, Sections, & Details	RCO 106.1.3(3), (5), (7)					
Minimum room dimensions	RCO 303-305					
Fire Resistance	RCO 302					
Separation of units	RCO 302.2, 302.3,					
Penetration fire stopping details	RCO 302.4, 302.5					
Fire resistance of structural members	RCO 302.1, 302.2, 302.3, 302.14					
Means of Egress	RCO 311					
Number of exits	RCO 311.2					
Size of exit	RCO 311.2					
Arrangement of exit	RCO 311.1					
Stairways	RCO 311.7					
Risers and treads	RCO 311.7.4					
Door hardware	RCO 311.2					
Guards	RCO 312					
Handrails	RCO 311.7.7					
Elevators	RCO 102.8.2, 321					
Platform lifts	RCO 102.8.2, 321					

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Architectural Floor Plan, Sections, & Details (Continued)	RCO 106.1.3(3), (5), (7)					
Accessibility (4 family and above)	RCO 320 and ANSI A117.1					
Plumbing fixtures	RCO 306-307 RCO Ch 25 and OPC T403.1					
Chimneys & Fireplaces	RCO Ch 10					
Masonry Fireplace	RCO 1001					
Masonry Chimney	RCO 1003					
Factory Built Fireplace	RCO 1004					
Factory Built Chimney	RCO 1005					
Exterior air supply	RCO 1006					
Fireblocking	RCO 302.11					
Draftstopping	RCO 302.12					
Interior finishes and ratings						
Walls and ceilings	RCO 302.9, 702, 805					
Foam Plastics	RCO 302.8, 316					
Doors, windows, and glazing						
Windows & Doors	RCO 309.4, 612					
Glazing	RCO 308					
Emergency escape windows	RCO 310					
Performance	RCO Ch 11					
Energy Efficiency	RCO Ch 11					
Method of demonstrating compliance identified	RCO 1101.2					
Certificate	IECC 401.3 or RCO 1101.9 or RCO 1105.1.8					
Insulation (foundation, wall, roof-ceiling)	IECC 402.2 or RCO 1102.2 or RCO 1105.2.2					
Window & Door Performance	IECC 402.3 or RCO 1102.3 or RCO 1105.2.3					
Sealing of Envelope	IECC 402.4.1 or RCO 1102.4 or RCO 1105.2.4					
Programmable Thermostat	IECC 403.1.1 or RCO 1103.1.1 or RCO 1105.3.1.1					

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Mechanical System Description	RCO 106.1.3(8) & RCO Ch 12-24					
Listing and labeling of appliances	RCO 1302.1					
Installed in accordance with Manufacturer's Installation Instructions	RCO 106.1.3.2, 1307.1					
Combustion air (fuel burning appliances other than fuel gas appliances)	RCO Ch 17					
Elevation of ignition source (fuel burning appliances other than fuel gas appliances)	RCO 1307.3					
Access and service space	RCO 1305					
Notching and boring	RCO 1308.1					
Proper sizing of HVAC equip.	RCO 1401.3					
Minimum efficiency of HVAC equip	RCO Ch 11					
Minimum indoor temperature	RCO 303.8					
Fuel-burning appliance venting (other than fuel gas appliances)	RCO Ch 18					
Clearance to combustibles (other than fuel gas appliances)	RCO 1306					
Ducts	RCO Ch 16					
Size	RCO 1601.1					
Insulation	RCO 1601.3, 1601.4.5, Ch 11					
Sealing	RCO 1601.4.1					
Return air	RCO 1602					
Outdoor air	RCO 1602					
Specific appliance requirements (other than fuel gas appliances)	RCO Ch 14					
Clothes dryer exhaust-Electric	RCO 1502					
Maximum length	RCO 1502.4.4					
Length identification	RCO 1502.4.5					
Minimum ventilation levels	RCO 303.1					
Natural or mechanical ventilation required	RCO 303.1					
Mechanical ventilation rates	RCO 303.1 and 1507					
Plenums	RCO 1601.5					
Kitchen range exhaust hood	RCO 1503					
Makeup air for exhaust hood	RCO 1503.4					
Hood capacity	RCO 1507.3					
Kitchen microwave oven	RCO 1504					
Refrigeration piping	RCO 1411					
Refrigeration piping insulation	RCO 1411.5					
Refrigerant access port caps	RCO 1411.6					

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Mechanical System Description (Continued)	RCO 106.1.3(8) & RCO Ch 12-24					
Hydronic piping	RCO Ch 21					
Materials	RCO Table 2101.1					
Piping insulation	RCO Ch11					
Floor heating	RCO 2103					
Thermal barriers	RCO 2103.2					
Boilers	RCO Ch 20, 2452					
Water heaters	RCO Ch 20, 2448 OPC Ch 5					
Fuel gas piping and appliances	RCO Ch 24					
Listing and labeling of fuel gas appliances	RCO 1302.1 & 2404.3					
Installed in accordance with Manufacturer's Installation Instructions	RCO 106.1.3.2, 1307.1 & 2408					
Combustion air for fuel gas appliances	RCO 2407					
Elevation of ignition source for fuel gas appliances	RCO 2408.2					
Access and service space for fuel gas appliances	RCO 1305 & 2409.4.6					
Clearances for fuel gas appliances	RCO 1306, 2408 & 2409					
Fuel gas piping	RCO 2412-2419					
Sizing	RCO 2413					
Materials	RCO 2414					
Electrical Bonding	RCO 2411					
CSST	RCO 2414.5.3					
Bonding	RCO 2411.1.1, NFPA 70, and Manufacturer's Installation Instructions					
Location of fuel gas piping	RCO 2415					
Separate piping system into each townhouse	RCO 2415.1					
Shutoff valves for fuel gas piping	RCO 2420					
Regulators	RCO 2421					
Vents and chimneys for fuel gas appliances	RCO 2425-2430					
Specific fuel gas appliances	RCO 2431-2452					
Clothes dryer exhaust-Fuel Gas	RCO 2439					
Makeup air	RCO 2439.4					
Size and material	RCO 2439.5.1					
Length	RCO 2439.5.5					
Length identification	RCO 2439.5.6					
Shield plates	RCO 2439.5.3					

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Plumbing System Description	RCO 106.1.3(8) & RCO Ch 25					
Connection to sanitary drainage system	RCO 306.3, OPC 301.3 & 701.2					
Connection to water supply	RCO 306.4, OPC 301.4					
3 rd party tested or certified pipe, fittings, and components	OPC 303.3 & 303.4					
Physical protection of piping	OPC 305					
Notching and boring	OPC 307.2					
Welding and brazing	OPC 315					
Minimum number of fixtures	RCO 306 & OPC T403.1					
Specific fixtures	OPC Ch 4					
Water heaters	OPC Ch 5					
Water distribution piping	OPC Ch 6					
Materials	OPC 605					
Sizes	OPC 604					
Stop valves	OPC 606					
Backflow	OPC 608					
Drainage, Waste, and Venting	OPC Ch 7					
Materials	OPC 702					
Sizes	OPC 710					
Venting method identified	OPC Ch 9					
Air Admittance Valve (AAV)	OPC 917 & Manufacturer's Installation Instructions					
Storm drainage	OPC Ch 11					
Cleanouts	OPC 708					
Indirects	OPC Ch 8					
Traps	OPC 1002					
Trap Seals	RCO 2501.1.1 & OPC 1002.4					
Interceptors	OPC 1003					
Subsoil Drains	RCO 401.3, 405.1 OPC 1111					
Sump pump and pit	OPC 1113					
Sprinkler System (optional)	RCO 102.8.1, 2904, NFPA 13, 13R, or 13 D					
Electrical System Description	RCO 106.1.3(8) & RCO Ch 34					
Suitability of electrical equipment	NEC 110.3					
Number of services	NEC 230.2					
Service conductor sizing	NEC 230.23 or 230.31					
Service entrance conductor sizing	NEC 230.42, 310.15					
Disconnects	NEC 230.70					
Overcurrent protection	NEC 210.20 & 240.4					
System grounding	NEC 250					
Branch circuit load calcs	NEC 220.5-220.14					

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Electrical System Description (Continued)	RCO 106.1.3(8) & RCO Ch 34					
Wiring methods	NEC 300					
Arc-Fault Circuit-Interrupter (AFCI) Protection	NEC 210.12 (A)					
Ground-Fault Circuit-Interrupter (GFCI) Protection	RCO 3401.1 and NEC 210.8 (A)					
Conduit size	NEC Chapter 9					
Working space/dedicated electrical space	NEC 110.26					
Receptacle outlets	NEC 210.50 & 406					
Tamper Resistant Receptacles	NEC 406.12					
Minimum lighting levels	RCO 303					
Lighting outlets	NEC 210.70					
High Efficacy Lighting	RCO Ch 11					
Appliances	NEC 422					
Standby System (optional)	NEC 701					
Carbon Monoxide Alarms	RCO 315					
Single and multiple station smoke alarms	RCO 314 & NFPA 72: Ch 29					
Detector locations	RCO 314.3					
Power Supply	RCO 314.4					
Wiring	RCO 314.4					