



## Commercial Plan Review Submittal Requirements

### MECHANICAL

1. All plans must be drawn to scale. Plans indicating only dimensions will be rejected and/or suspended.
2. Plans cannot be marked "FOR PERMIT ONLY", "NOT FOR CONSTRUCTION" or a percentage of completion (%).
3. Plan size limitations: Plans should be no smaller than 24" x 18" and no larger than 48" x 30". Mechanical drawings should be of a size consistent with the Architectural drawings.
4. Plans must reflect the actual wet stamp and wet signature of the Maryland State design professional on each sheet of the plans.
5. Equipment schedules to include; listings of equipment UL etc, number of units, location of units and equipment capacity (B.T.U, KW etc.).
6. Information on any clearance reduction methods in use. See IMC Section 308 for reductions.
7. Ventilation schedule indicating the amount of outside air (in c.f.m) supplied to each room or space. Indicated c.f.m amounts at each duct/diffuser outlet. Support calculations for ventilation air should also be included. Commercial plans must be accompanied by energy calculation work sheets such as Com Check.
8. Layout showing outside air intakes. If applicable, (New equipment installations).
9. Construction of ducts, including supports, hanger details, sheet metal thickness and information on flexible ducts or flexible duct connectors.
10. Provide information on duct linings and insulating materials including flame spread and smoke development ratings.
11. Indicate exhaust fan ductwork layout and termination outside. This includes dryer and toilet room exhausts.
12. Provide boiler and water heater equipment and piping details including safety controls and distribution piping layouts. Indicate locations of backflow protection devices and provide listings of all backflow protection devices.
13. Gas and fuel oil piping layouts, materials, demand of gas appliances, sizes and locations of valves. Indicate design pressures (High or low)
14. **Commercial kitchen exhaust:** Provide equipment details including hoods, listings, clearances to combustibles, fan information, discharge location and duct work layout for intake and exhaust ducts, percentage of makeup air and general design calculations such as air velocity, location, spacing of cleanouts, listings of cleanouts, pitch of horizontal ductwork, gauge of all metal used, clearance to combustibles and information on clearance reduction methods, materials and discharge locations.
15. Provide details on chimney and chimney connector or vent connector details and connector gauges and clearances.
16. Mechanical refrigeration equipment data and details.
17. Solid fuel burning equipment details including fireplaces, wood ovens and grills and equipment listings. Include manufactures listings for all appliances.
18. Indicate locations of all fire and smoke dampers and locations of access panels for fire dampers and/or equipment. NOTE; the City requires signage on all access doors as referenced under section 607.5 of the IMC.

**NOTICE TO DESIGNERS:** INSTALLATIONS IN THE CITY CANNOT BE DESIGNED USING STANDARDS ADOPTED BY THE WASHINGTON SUBURBAN SANITARY COMMISSION (WSSC).