

# Department of Public Works

CONSTRUCTION OFFICIAL  
CODE ENFORCEMENT AND OFFICE OF HOUSING INSPECTION  
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ALBERTO RODRIGUEZ  
COMMISSIONER

THOMAS M. O'MALLEY  
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## ARCHITECTURAL PLANS CHECK-LIST

THIS FORM IS TO BE SUBMITTED WITH ANY/ALL PLANS THAT ARE  
SUBMITTED TO THE BUILDING DEPARTMENT FOR REVIEW.  
PLEASE BE ADVISED THAT SAME WILL BE REJECTED IF YOUR PLANS  
DO NOT INCLUDE ALL ITEMS BELOW IN THEIR ENTIRETY

DATE: \_\_\_\_\_

ARCHITECT RESPONSIBLE FOR THE JOB: \_\_\_\_\_

ARCHITECT'S TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS OF PROPOSED WORKSITE: \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF PROPOSED WORK: \_\_\_\_\_  
\_\_\_\_\_

Name and Address of Property Owner: \_\_\_\_\_

Correct Block, Lot and Street Address: \_\_\_\_\_

Existing and Proposed Use Group: \_\_\_\_\_

Existing and Proposed Construction Type: \_\_\_\_\_

RScheck Energy List, Residential and Commercial: \_\_\_\_\_

UL Listing on all assemblies where applicable: \_\_\_\_\_

CONTINUED

**All Design Loads:**

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**Show all foundations, floors, walls, roof and structural Components Where Applicable:**

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**Doors, Windows and Finish Schedules:**

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**Site Plan Showing Existing and New Structures:**

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**Complete Building Code Analysis  
Include All Fire Separations, Exits, Etc.:**

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**Show Percentage of Lot Coverage:**

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**Include Occupancy Load:**

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