



City of Columbia, Missouri

Initial Screening Process (ISP) Checklist

Items on this checklist are considered required prior to the project entering the plan review process. If the plans are deficient of one or more of these items, the applicant and owner will be notified within two working days via fax or e-mail with a list of deficiencies noted. If the plans are accepted for further review no notice will be sent. Plans are not considered to be under review until after they have been accepted through ISP.

_____ Completed Plan Review Application

_____ Plans on 22" x 34" or 24" x 36" sheets (Note: Fire alarm and fire sprinkler plans may be submitted on 30" x 42" sheets.)

Planning Department – one (1) set of plans required for any development within planned/overlay zoning district (i.e. C-P, H-P, M-P, O-P, PUD, S-R, U-C).

_____ Approved site plan for planned district development

_____ Site improvements match location, GFA (Gross Floor Area), and site characteristics of the approved plan

_____ Site improvements do not encroach into a required buffer or overlay zone

Public Works Department

Building and Site Development Division

Building Safety – two (2) sets of plans required

General

_____ Completed Application

_____ Registrant's seal, signature & Dates

_____ Civil Plans-New Buildings/Additions

_____ Structural Calculations

_____ Soils Report-New Buildings/Additions

_____ Specification Books

_____ Landscape Plans-New Buildings/Additions



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_____ Photometric Plans-New Buildings/Additions

Architectural Plan Sheets

_____ Cover/Index

_____ Code Analysis/Occupant Group/ Occupant Loads

_____ List of Special Inspections

_____ List of Accessory/ Incidental Areas

_____ Site Plan/Details (include location map)

_____ Exiting Plan

_____ Floor Plan(s)

_____ Roof Plan

_____ Reflective Ceiling Floor Plan(s)

_____ Exterior Elevations

_____ Building Sections

_____ Wall Section(s)/Details

_____ Partition Type/Details

_____ Fire-Resistant Construction Assembly Details

_____ Door/Window Schedules

_____ Stair Sections/Details

_____ Plan Details

_____ List of Deferred Submittals

Structural Plan Sheets

_____ General Notes

_____ Typical Details/Schedules



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- _____ Foundation Plan/Details
- _____ Floor Plan(s) (Framing/Wall/Details)
- _____ Roof Plan/Details
- _____ Enlarged Stair Framing/Details

Mechanical Plan Sheets

- _____ General Specifications
- _____ Floor(s) Plans
- _____ Roof Plan
- _____ Mech. Details/Schedules/Calculations

Plumbing Plan Sheets

- _____ General Specifications
- _____ Floor(s) Plans
- _____ Roof Plan
- _____ Waste/Vent/Water/Gas Piping Diagrams
- _____ Plumbing Details/Schedules/Calculations

Electrical Plan Sheets

- _____ General Specifications
- _____ Site Electric Plan
- _____ Floor(s) Plans (Lighting)
- _____ Floor(s) Plans (Power)
- _____ Roof Plan
- _____ Riser Diagram/One-line
- _____ Load/Fault Calculations



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_____ Electrical Details

_____ Panel Schedules

Site Development – three (3) sets of plans required

Cover Sheet

_____ Developer/owner's name, mailing address, and telephone number

_____ Vicinity Map

_____ Legal description

_____ Zoning designation

_____ Table showing total impervious area (pre and post development)

_____ Site Plan (scale 1"=50' or larger)

_____ Grading Plan (scale 1"=50' or larger)

_____ Erosion and Sediment Control Plan

_____ 1 copy of SWPPP if disturbed area \geq 1 acre

_____ Landscaping Plan

_____ Plans sealed by a Professional Engineer licensed in the State of Missouri

Land Disturbance Permit and Fee Requirements:

Sites smaller than 1 acre:

Disturbed area < 3000 sq. ft: no permit, no fee.

Disturbed area > 3,000 square feet: permit required, no fee.

Sites one (1) acre or larger:

Disturbed area < 3000 sq. ft: permit required, no fee.

Disturbed area > 3000 sq. ft: permit and fee required.



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Stormwater Management

- _____ Stormwater Management Plan (scale 1"=100' or larger)
- _____ Storm sewer profiles
- _____ Drainage area map
- _____ Storm system capacity/drainage calculations
- _____ Maintenance covenant and O&M manual
- _____ Calculations (detention and water quality)
- _____ Completed flood plain development permit application (if applicable)

New Public Street and Sidewalk

- _____ Uses City Standard Details
- _____ Spot elevations for sidewalks, ramps and drive approaches demonstrating ADA compliance
- _____ Traffic control plan (can be deferred submittal)

Retaining Walls

- _____ Engineered drawings and calculations (if over 4 feet)
- _____ Easement descriptions

Sewer Utility Division – one (1) set of plans required for all projects which involve sanitary sewer main extension or construction, and **one (1) additional set** of plans are submitted for work involving food service establishments and installations requiring grease, oil, and sand separators.

- _____ Sanitary Sewer Plan and profile
- _____ Quit claim deed documents
- _____ Easement documents (descriptions and diagrams)



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_____ Sewer Extension Application

_____ Sewer Extension Application Fee

Does the design involve any food service (i.e. restaurant, school, daycare, convenience store, bakery, bar, grocery store, lodging, assisted living facility, etc.)? _____ Yes _____ No

Does the design involve a carwash, auto shop, lube service, or other business requiring a grease, oil, or sand separator?
_____ Yes _____ No

If “Yes” to either of the above questions, construction plans must include the following:

_____ Plumbing plans

_____ Kitchen equipment plans

_____ Interceptor location

_____ Sample port location

Fire Department

Building Plans – one (1) set of plans required

Comprehensive code analysis

_____ Square footage

_____ Use group

_____ Construction type

_____ Occupancy calculation

_____ Code edition used

_____ Plans sealed by a design professional licensed in the State of Missouri



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_____ Room use description provided

Site plans

_____ Fire lanes

_____ Fire hydrant locations

_____ Topography information

_____ Landscaping

_____ Mechanical plans

_____ Electrical plans

_____ Plumbing plans

_____ Door schedule providing door and hardware type

Fire Alarm Plans – two (2) sets of plans required, deferred submittal allowed

_____ Plans must be free of design layers that are not part of the fire alarm system

_____ Plans are to scale and legible

_____ Room use description

_____ Ceiling heights provided detailing any applicable obstructions

_____ Device locations

_____ Candela and Dbs settings for notification devices

_____ Fire alarm and enunciator control panel locations

_____ Manufacturers cut sheets for all devices and equipment proposed as part of the system

_____ Voltage drop calculations

_____ Backup battery calculations for the entire alarm system



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Fire Sprinkler Plans – two (2) sets of plans required, deferred submittal allowed

- _____ Plans sealed by a professional engineer licensed in the State of Missouri
- _____ National Fire Protection Association (NFPA) standard referenced
- _____ Construction type
- _____ Ceiling heights
- _____ Plans are to scale and legible
- _____ Room use description
- _____ Storage occupancies including storage materials and quantities (if applicable)
- _____ Hydraulic calculations
- _____ Manufacturers cut sheets for all equipment proposed on the project (i.e. sprinkler heads, valves, tamper and flow switches, compressors, anti-freeze storage tanks, etc.)

Fire Suppression Systems – two (2) sets of plans required, deferred submittal allowed

- _____ Plans sealed by a professional engineer licensed in the State of Missouri
- _____ Plans are to scale and legible
- _____ Location of suppression systems
- _____ Description of equipment to be protected
- _____ System make, model, and size
- _____ Nozzle type and flow requirements
- _____ Location of the pull station
- _____ Automatic fuel/electric shunt trip device indicated
- _____ Location and type of system alarm (local or fire alarm system)



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Health Department – one (1) set of plans or PDF on CD required

Does the design involve any food service (i.e. restaurant, school, daycare, convenience store, bakery, bar, grocery store, lodging, assisted living facility, etc.)? Yes No

If “Yes”, plans must include the following:

- Plans to scale
- Floor plan
- Equipment schedule
- Finish schedule
- Plumbing plan
- Lighting plan
- Proposed menu

Does the design involve a swimming pool with or without an associated clubhouse? Yes No

If “Yes”, plans must include the following:

- Plans to scale
- Site plan
- Plumbing plan
- Completed “Engineering Summary” on form provided by department

Water & Light Department – two (2) sets of plans required

Site Plans

- Property line locations
- Easement locations
- Building locations



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- _____ Pavement locations
- _____ Existing and proposed utility locations
- _____ Electronic (AutoCAD) copy of the site plan

Electric

- _____ Panel schedules
- _____ Watt load calculations
- _____ Riser diagram
- _____ Equipment locations

Water

- _____ Riser diagram
- _____ Plumbing plan view
- _____ Equipment locations
- _____ Total supply fixture units (demand)
- _____ Sewer riser and plan view
- _____ Architect floor plan
- _____ Fire sprinkler system