



SHUMS CODA
ASSOCIATES

Colorado Regional Office
4610 S Ulster, Ste. 150
Denver, CO 80237
(303) 400-6564
Fax: (925) 463-0691

Corporate Headquarters
5776 Stoneridge Mall Rd, Ste. 150
Pleasanton, CA 94588
(925) 463-0651
Fax: (925) 463-0691

PLAN REVIEW SERVICES TRANSMITTAL FORM

FROM*

Requested by (Individuals Name) _____

Jurisdiction or Firm _____

Telephone Number _____

Street Address _____

Fax Number _____

City _____

State _____

Zip _____

Email Address _____

*Plan review fee will be invoiced to the above named person unless otherwise specifically requested.

Project Name _____

Project Address _____

Please check where applicable

- | | |
|--|-----------------|
| <input type="checkbox"/> Preliminary Building Review | Code Year _____ |
| <input type="checkbox"/> Complete Review | Code Year _____ |
| <input type="checkbox"/> Building, Structural, Accessibility, Energy, Mechanical, Plumbing & Electrical) | |
| <input type="checkbox"/> Building Review | Code Year _____ |
| <input type="checkbox"/> Structural Review | Code Year _____ |
| <input type="checkbox"/> Accessibility Review | Code Year _____ |
| <input type="checkbox"/> Energy Review | Code Year _____ |
| <input type="checkbox"/> Mechanical Review | Code Year _____ |
| <input type="checkbox"/> Plumbing Review | Code Year _____ |
| <input type="checkbox"/> Electrical Review | Code Year _____ |

Note: Please indicate the applicable ICC code.

CONSTRUCTION DOCUMENTS NECESSARY FOR A COMPLETE PLAN REVIEW

PRELIMINARY BUILDING REVIEW — one set of the following:

- Architectural/engineering schematic or design development drawings indicating the size of the building, occupancy group(s) and type of construction. Drawings should include building plans and sections with means of egress, fire separation assembly locations and fire protection systems proposed.

COMPLETE REVIEW — three sets of the following:

- The documentation needed for all of the reviews noted below

BUILDING REVIEW — one set of the following:

- Complete architectural plans
- Site plan, including distances to lot lines
- General specifications
- Fire-resistance rated assembly specifications

STRUCTURAL REVIEW — one set of the following:

- Complete architectural and structural plans
- Soil boring and geotechnical recommendations report, including the description and bearing values
- Structural calculations, or other substantiation of structural performance

ACCESSIBILITY REVIEW - one set of the following:

- Complete architectural and structural plans
- General specifications

ENERGY REVIEW — one set of the following:

- Complete architectural plans, site plans and general specifications
- Design conditions (interior and exterior) consistent with local climate
- Envelope design method, including supporting calculations and documentation
- Complete mechanical plans, specifications and equipment schedules
- Complete plumbing plans and specifications
- Complete electrical plans and specifications
- Interior lighting design method, including supporting calculations and documentation
- Lighting fixture and control schedules (building interiors and exteriors)

MECHANICAL REVIEW - one set of the following:

- Complete architectural drawings
- Complete mechanical drawings and specifications

PLUMBING REVIEW — one set of the following:

- Complete architectural drawings
- Complete plumbing drawings and specifications

ELECTRICAL REVIEW — one set of the following:

- Complete architectural drawings
- Complete electrical drawings and specifications

Shums Coda Associates

Client Information Form*

Company	_____
Contact Name	_____
Mailing Address	_____
City, State, Zip	_____
Shipping Address	_____
City, State, Zip	_____
Phone	_____
Fax	_____
Email	_____
Job Description	_____
Job Address	_____
Job Contact	_____

*Please include this form if the person responsible for receiving the invoice is different from the person requesting the review.

Shums Coda Associates

Submit all documents electronically to the following email addresses:

planchek@shumscoda.com

Copy Building Official Kathy Ulsh with all correspondence.

kulsh@canoncity.org

If you have questions on submitting documents please call Kathy Ulsh at 719-276-5253.