



**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

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## 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 \_\_\_\_\_

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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

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**Mailing Address**

City, State, Zip

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**Shipping Address**

City, State, Zip

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**Phone**

Fax

Email

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**Job Description**

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**Job Address**

Job Contact

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\*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:

[plancheck@shumscoda.com](mailto:plancheck@shumscoda.com)

Copy Building Official Kathy Ulsch with all correspondence.

[kulsh@canoncity.org](mailto:kulsh@canoncity.org)

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