



Department of Planning

GUIDANCE NOTE

GN 0006 - January 2020

BUILDING PLAN REVIEW SUBMITTAL GUIDE FOR COMMERCIAL and MULTI-FAMILY PROJECTS

Purpose

The Department of Planning in an initiative to improve customer service has developed this Guidance Note to aid the applicant with the Building Plan Review submission for a Building Permit.

Scope

Building plan reviews are conducted using the Planning Laws, Regulations, and the 2016 Cayman Islands Building Code including the specified editions of its Referenced Standards.

For a thorough plan review to be conducted, Building drawings shall include but are not limited to the below requirements, details, and specifications.

Site Plan

- The site plan must coordinate with the latest planning approval.
- Established street grade and proposed finish grade levels
- Distance from the property line and any existing buildings on site
- Size and location of all new and existing building on site
- Accessible route from the parking lot to accessible entrance(s), Ramps details
- Dimensioned accessible parking space(s) and signage
- Exterior and Interior circulation path of travel

Life Safety Code Analysis

Refer to the supplemental document detailing Life Safety Guideline

General Drawings

- Provide adequate detailed dimensions to evaluate the accessible means of egress, including occupant load for each floor, exit arrangements, exit width,

corridor width, doors, stairs, handrails area of refuge and/or exterior area of assisted rescue

- Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garages, clinic-outpatient rooms/facilities, restricted emergency evacuation route (e.g. prison or detention centers), etc.
- Floor Plan (all floors, sq. ft. , name of each room, furniture layout)
- Exit signs/means of egress lighting
- Travel Distance Plan (common path of travel and total distance to exit)
- Elevations (on all sides)
- Wall Schedule
 - Hatching to coordinate with floor plan
 - Wall construction (i.e. timber, masonry, ICF)
 - Label rated walls (if applicable)
 - Specification for listed assembly (if applicable)
 - Location of wall penetrations
- Door Schedule including door hardware
 - Dimensions to be shown on floor Plans
 - The distinction of rated doors
- Window Schedule (Location of Egress windows are to be shown on the floor plan.
- Detail of plastic, insulation and safety glazing installation
- Longitudinal & Transverse sections
 - Sections and Details (shall correspond as reference)
- Elevator Shafts (section must reflect dimensions and drawings to scale)
 - Elevator shaft sections (full height)
 - Vent at top of elevator (if applicable)
 - Elevator Sump
 - Elevator Pit
- Stair
 - Headroom,
 - Tread & riser dimensions
 - Handrail height
- Shaft (i.e. stairs, mechanical, bomb weightier, etc)

- Headroom,
- Rating (if required)
- Fire-rated construction to be labeled with assemblies & Penetration protection
- Control areas
- Hazardous Storage
 - List commodities
 - Specify how it will be stored

Accessibility

Accessible Plan Reviews are based on ICC/ANSI A117.1 Planning Laws, Regulations and the 2016 Cayman Islands Building Code standard as referenced

General Plans

- Clearly show accessible route (elevators, etc.)
- Identify accessible room(s) (if applicable)
- Floor plans depicting dimensioned fixture clearances, plumbing elements & facilities
- Elevations depicting dimensions within plumbing elements & facilities.
- Maneuver clearances at all doors (doors on an accessible path of travel)
- Dimensioned details illustrating Toe & Knee clearance for Lavatories & Counters, etc.
- Dimensioned details of Checkout Counters
- Visual and tactile signage
- Two-way communications (as needed)

Manufacturer Specification/Listed Assemblies/ ICC-ESR Report

- Listed wall/ceiling, and ceiling, etc. assemblies inclusive of penetration protection
- Egress window specification
- Metal Buildings Shop drawings
- Material Safety Data Sheets (MSDS) for hazardous storage

Structural Drawings

As per section 107.3.4.2 CIBC 2016: The architect shall be responsible for reviewing and coordinating submittal documents prepared by others i.e. Professional Engineer, mechanical, electrical, plumbing and gas personnel(s), including phased and deferred submittal items for compatibility with the design of the building.

Drawing set shall include but not be limited to the following:-

- General notes which include wind, seismic design criteria, and design load criteria (roof, floor, balcony etc.), concrete strength, etc.
- A Geotechnical report may be required as per the Department of Planning Operations Policy and Procedure Notice # 02/19
- Provision required for special inspection (Chapter 17 Building Code)
- Seismic Bracing (as required by adopted ASCE7)
- Wall Schedule which corresponds with architectural drawings
- Fire-rated wall assemblies (where applicable)
- Foundation Plan and footing details with reinforcing (include concrete coverage), water protection, slab elevation, type of foundation (piles gridlines and dimension, spread footing, etc.)
- Building Sections
- Exterior & Interior wall details and rating which will correspond with Architectural drawings
- (listed wall assembly for fire-rated walls)
- Slab details (thickness)
- Roof & Floor Trusses, TGI's, etc.
- Details & reinforcing (details shall correspond with section)
- Ceiling Framing Plans (Listed assembly for fire-rated floor/ceiling, etc.)
- Floor framing plan for each floor
- End wall detail (eaves, walls, hurricane connectors, uplift load)
- Reinforcing schedule (spacing, size)
- Tie beam & Tie Columns (location & reinforcing)
- Wall detail illustrating reinforcing around windows and door openings
- Beams, Rake beams, Lintel, Girders details/schedule
- Stair detail (headroom, riser, run, handrail & guardrail, etc.)
- Roof Framing Plans, Or Roof Layout for Trusses (pitch), species of wood, pitch, purlins, beams
- Roof drains/scuppers (size, location, the direction of drain)
- weather protection (standing seam, tiles or shingles) shall be installed per manufacturer specification
- Indicate on roof framing plan where concentrated loads (mechanical equipment etc.) will be placed
- Location, size of roof drains and direction of the roof slope
- Torquing & welding for steel buildings & steel components require the field inspection report

- Compliance with ACI530 as it pertains to the conduit in walls and coverage for fire-rated walls

Note:

- 1) *Minimum concrete coverage must be illustrated for all concrete reinforced footings, beams, columns, and lintel details, etc.*
- 2) *2) Engineer of record must inspect welding & bolting connections and submit an inspection report of findings.*

All engineer drawings are required to be signed and sealed by Professional Engineer of record.

Fire Protection Drawings as required per Chapter 9 of the Building Code

Refer to the supplemental document detailing Fire Protection Guideline expanding on the below list.

- Sprinkler drawings
- Fire Alarm drawings
- High Pile Combustible
- Commercial Cooking Hood Suppression System

Note:

1. *Drawings shall be legible, dimensioned and drawn to a scale of 1/8 inch = 1 foot or 1/4 inch = 1 foot.*
2. *Cut sheets for listed assemblies are required.*
3. *Detail must be specific to the project and not a generic cut and paste.*

For additional information, please email the Department of Planning at info@planning.gov.ky or call (345) 244-6501 or visit our website at www.planning.ky.