



**SCHOOL DISTRICT PALM BEACH COUNTY
BUILDING DEPARTMENT
PLAN REVIEW CHECK LIST -- ARCHITECTURAL**

3300 SUMMIT BOULEVARD
WEST PALM BEACH, FLORIDA 33406
TEL (561) 688-7687 FAX (561) 688-7654
<http://www.palmbeach.k12.fl.us/FM/BD/index.htm>

PROJECT NAME: _____ DATE _____
PROJECT NUMBER: _____ REVIEWER _____

The intent of this checklist is to act as a tool for the District Plan Reviewers to review construction plans and specification of projects submitted for permitting by the Building Department. Architects and Engineers are encouraged to use this document as a tool to prepare construction plans and specifications for District projects.

The codes references in the checklist are the Florida Building Code (FBC), District Design Criteria (DDC), District Design Criteria (DDC), National Fire Prevention Association Codes (NFPA), Florida Administrative Code (FAC), and Florid Fire Prevention Code.

Phase I – Schematic Design

OK, Comment, or N/A	Item	Code Reference
	Site Plan	District Requirement
	Floor Plans	District Requirement
	Public Shelter (If Applicable)	District Requirement
	Life Safety Plan & Code Summary	District Requirement
	208a Facility Space Chart	FBC 423.8.2
	Demolition Plan (If Applicable)	District Requirement
	Construction Phasing Plan (If Applicable)	District Requirement
	Scope Of Work & Narrative	District Requirement
	Cover Sheet	District Requirement

Phase II –Design Development

OK, Comment, or N/A	Item	Code Reference
	Site Plan	District Requirement
	Landscaping Plans	District Requirement
	Floor Plans	District Requirement
	Public Shelter (If Applicable)	District Requirement
	Furnishing Layouts	District Requirement
	Plumbing fixture locations and fixture unit calculations	District Requirement
	Life Safety Plan & Code Summary	District Requirement
	Exterior Elevations (Minimum of three per building)	District Requirement
	Typical Building Sections	District Requirement
	Outlined Specifications	District Requirement
	208a Facility Space Chart	FBC 423.8.2
	Demolition Plan (If Applicable)	District Requirement
	Construction Phasing Plan (If Applicable)	District Requirement
	Cover Sheet	

--	--	--

ARCHITECTURAL- "Phase III" Plans (Final Construction Documents)

General

OK, Comment, or N/A	Item	Code Reference
	Plans, Specs & Documentation are signed and sealed.	471, 481 FS
	Required Documentation: <input type="checkbox"/> Permit Application with required information <input type="checkbox"/> Site Plan approved by "FAHJ" <input type="checkbox"/> ECO Certification for modernizations <input type="checkbox"/> Completed Specifications <input type="checkbox"/> Completed Drawings	FBC 104.1.5; 104.1.10; 104.2.1; 104.3.1.1
	Product approvals: <input type="checkbox"/> Windows <input type="checkbox"/> Skylights <input type="checkbox"/> Exterior Doors <input type="checkbox"/> Shutters <input type="checkbox"/> Roofing <input type="checkbox"/> Panel Walls <input type="checkbox"/> Structural Components <input type="checkbox"/> New and innovative building envelope products	FBC 104.3.1
	Shop Drawings: <input type="checkbox"/> Bleachers, grandstands, and prefabricated press boxes <input type="checkbox"/> Alum. Canopies <input type="checkbox"/> Fire Alarm and smoke detection system <input type="checkbox"/> Items which deviate from construction documents or district standards	FBC 104.3.1
	Dated Tabular Index OF Drawings represents what is submitted	FBC 104.2.1
	Plans match the specifications	FBC 104.2.1
	Plans comply with the District Design Criteria (DDC)	District Requirement
	Plans comply with the Building Department's Construction Plan Management Guidelines	District Requirement

Occupancy Classification

OK, Comment, or N/A	Item	Code Reference
	Determine Occupancy Classification	FBC 306.1.1; 423.8.1.1
	Identify Group "A" Assembly Occupancy Areas.	FBC 306.1.3; 423.18
	Public Education Occupancies shall comply with Section 423.	FBC 306.1.5
	Verify if there are any courtyards	FBC 423.5.5
	<input type="checkbox"/> Exterior Courtyard	FBC 423.5.5.1
	<input type="checkbox"/> Enclosed Courtyard	FBC 423.5.5.2
	<input type="checkbox"/> Roofed Courtyard	FBC 423.5.5.3

Section 423 State Requirements For Educational Facilities

OK, Comment, or N/A	Item	Code Reference
	Reuse and prototype plans shall be code updated with each new project.	FBC 423.3.8
	Verify occupancy during construction and provide Safety Plan	FBC 423.6.1
	Life safety	FBC 423.7
	General requirements for new construction, Additions, Renovations and Remodeling	FBC 423.8; 601.2.1
	Site requirements	FBC 423.10
	Fire-retardant treated wood	FBC 423.11
	Roofing	FBC 423.12
	Doors and windows	FBC 423.13
	Special safety requirements	FBC 423.14
	Mechanical	FBC 423.15
	Plumbing	FBC 423.16
	Electrical	FBC 423.17
	Shade and green houses	FBC 423.19
	Storage	FBC 423.20
	Child care/ Pre-K Facilities	FBC 423.21
	Clinics	FBC 423.22
	Kilns	FBC 423.23
	Open plan schools	FBC 423.24
	Public Shelter Design Criteria	FBC 423.25
	Time-out rooms	FBC 423.26
	New relocatable buildings	FBC 423.27
	Existing relocatable buildings and factory built schools.	FBC 423.28

General Building Limitations

OK, Comment, or N/A	Item	Code Reference
	Verify building height and area	FBC Table 500
	Verify height modifications	FBC 503.2
	Verify area modifications	FBC 503.3; 503.4
	Verify buildings located on the same lot	FBC 504
	Verify minimum Type Of Construction	FBC 423.8.3; 601.2.1
	Verify Fire Resistance Ratings	Table 600

Fire Resistant Materials and Construction

OK, Comment, or N/A	Item	Code Reference
	Verify occupancy separation requirements.	FBC Table 704.1
	Verify fire resistance rating of exit access corridors.	FBC Table 704.2.4
	Verify minimum fire resistance of walls, partitions, and opening protectives.	FBC Table 705.1.2

Interior Finishes

OK, Comment, or N/A	Item	Code Reference
	Verify interior finish requirements	FBC 803.3

Means Of Egress

OK, Comment, or N/A	Item	Code Reference

Accessibility Code

OK, Comment, or N/A	Item	Code Reference
	Verify accessible spaces and exceptions	FBC 11-4.1; 11-4.2
	Verify site accessibility	FBC 11-4.1.2; 11-4.1.3(1); 11-4.1.3(9); 11-4.3; 11-4.6; 11-4.7; 11-4.29
	Verify protruding objects	FBC 11-4.1.3(2), 11-4.4
	Verify ground and floor surfaces	FBC 11-4.1.3(3), 11-4.5
	Verify ramps	FBC 11-4.8
	Verify stairs	FBC 11-4.1.3(4); 11-4.9
	Verify elevators	FBC 11-4.1.3(5); 11-4.10
	Verify platform lifts	FBC 11-4.11; 11-4.27
	Verify doors	FBC 11-4.1.3(7); 11-4.13; 11-4.22.2; 11-4.23.2
	Verify entrances	FBC 11-4.1.3(8); 11-4.14
	Verify fountains and water coolers	FBC 11-4.1.3(10); 11-4.15
	Verify water closets	FBC 11-4.1.3(11); 11-4.16
	Verify toilet stalls	FBC 11-4.1.3(11); 11-4.17; 11-4.22
	Verify urinals	FBC 11-4.18; 11- 4.22.5; 11-4.23.5
	Verify lavatories and mirrors	FBC 11-4.19; 11-4.23.6
	Verify bathrooms, bathing facilities and shower rooms.	FBC 11-4.1.3(11); 11-4.21; 11-4.23
	Verify sinks	FBC 11-4.24
	Verify storage	FBC 11-4.1.3(12); 11-4.25
	Verify handrails, grab bars and tub and shower seats.	FBC 11-4.26
	Verify controls and operating mechanism	FBC 11-4.1.3(13); 11-4.27

	Verify alarms	FBC 11-4.1.3(14); 11-4.28
	Verify signage	FBC 11-4.1.2(7); 11-4.1.3(16); 11-4.30
	Verify public telephones	FBC 11-4.1.3(17); 11-4.31
	Verify fixed or built –in seating and tables	FBC 11-4.1.3(18); 11-4.32
	Verify Assembly Areas	FBC 11-4.1.3(19); 11-4.33
	Verify dressing and fitting rooms	FBC 11-4.1.3(21); 11-4.35
	Verify Library Areas	FBC 11-8.

Plumbing Systems

OK, Comment, or N/A	Item	Code Reference
	Verify number of plumbing facilities	FBC Table 403.1

Fire Marshal Rule 4A-58 Not covered by FBC

OK, Comment, or N/A	Item	Code Reference

Specifications

OK, Comment, or N/A	Item	Code Reference
	Specifications follow the District Master Specs guidelines.	District Requirement
	Specifications match the plans.	District Requirement
	Specifications follow the District Design Criteria.	District Requirement
	Specifications follow the Educational Specifications.	District Requirement
	Specifications include a Title Page and statement of compliance, Table of contents with Drawing Index, Invitation, Advertisement and Instructions to Bidders, Bonding & Insurance requirements, General & Supplementary Conditions, and Addenda.	District Requirement