



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

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RIVIERA BEACH, FLORIDA 33404
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<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 BCS (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 Master Specifications (DMS), District Design Criteria (DDC), Florida Fire Prevention Code (FFPC), National Fire Prevention Association Code (NFPA), Florida Statutes (FS), and the Florida Administrative Code (FAC).

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 453.8.2
	Demolition Plan (If Applicable)	District Requirement
	Construction Phasing Plan (If Applicable)	District Requirement
	Scope Of Work & Narrative	District Requirement
	Index Sheet	District Requirement

Phase II –Design Development

OK, Comment, or N/A	Item	Code Reference
	Site Plan	District Requirement
	Landscape/Irrigation Drawings	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 453.8.2
	Demolition Plan (If Applicable)	District Requirement
	Construction Phasing Plan (If Applicable)	District Requirement
	Cover Sheet	

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

General

OK, Comment, or N/A	Item	Code Reference
	Construction Documents (Drawing and Specifications) are signed and sealed.	471, 481 FS
	Required Documentation: <input type="checkbox"/> Permit Application with required information <input type="checkbox"/> Site Plan approved by "AHJ" <input type="checkbox"/> ECO Certification for modernizations <input type="checkbox"/> Completed Drawings <input type="checkbox"/> Completed Specifications	FBC 105.1, 107.2.1
	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 107.3.4.1.
	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 107.3.4.1
	Dated Tabular Index OF Drawings represents what is submitted	FBC 107.2.1
	Drawings coordinated with the specifications	FBC 107.2.1
	CD's comply with the DMS & DDC	District Requirement
	CD's comply with the BCS's Construction Plan Management Guidelines	District Requirement

Occupancy Classification

OK, Comment, or N/A	Item	Code Reference
	Determine Occupancy Classification	FBC 302.1; 453.8.1.1
	Identify Group "A" Assembly Occupancy Areas.	FBC 302.1; 453.18
	Public Education Occupancies shall comply with Section 453.	FBC 305.4
	Verify if there are any courtyards	FBC 453.5.5
	<input type="checkbox"/> Exterior Courtyard	FBC 453.5.5.1
	<input type="checkbox"/> Enclosed Courtyard	FBC 453.5.5.2
	<input type="checkbox"/> Roofed Courtyard	FBC 453.5.5.3

Section 453 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 453.3.8
	Verify occupancy during construction and provide Safety Plan	FBC 453.6.1
	Life safety	FBC 453.7
	General requirements for new construction, Additions, Renovations and Remodeling	FBC 453.8
	Site requirements	FBC 453.10
	Fire-retardant treated wood	FBC 453.11
	Roofing	FBC 453.12
	Doors and windows	FBC 453.13
	Special safety requirements	FBC 453.14
	Mechanical	FBC 453.15
	Plumbing	FBC 453.16
	Electrical	FBC 453.17
	Shade and green houses	FBC 453.19
	Storage	FBC 453.20
	Child care/ Pre-K Facilities	FBC 453.21
	Clinics	FBC 453.22
	Kilns	FBC 453.23
	Open plan schools	FBC 453.24
	Public Shelter Design Criteria	FBC 453.25
	Time-out rooms	FBC 453.26
	New Relocatable Buildings	FBC 453.27
	Existing Relocatable Buildings and Factory-built Schools	FBC 453.27.1.1

General Building Limitations

OK, Comment, or N/A	Item	Code Reference
	Verify building height and area	FBC T's 504.3a, 506.2
	Allowable area determination	FBC 506.2
	Verify buildings located on the same lot	FBC 503.1.2
	Verify minimum Type Of Construction	FBC 602, 453.8.3.1
	Verify Fire Resistance Rating Requirements for Building Elements	Table 601
	Verify Fire Resistance Rating Requirements for Ext. Walls (FSD)	Table 602

Fire Resistant Materials and Construction

OK, Comment, or N/A	Item	Code Reference
	Verify occupancy separation requirements	FBC Table 508.4
	Verify fire resistance rating of exit access corridors	FBC Table 704.2.4
	Fire Walls, Fire Partitions, Fire Barriers, Smoke Partitions, Shaft Enclosures, Penetrations, Opening Protectives	FBC Sec's 706-716

Interior Finishes

OK, Comment, or N/A	Item	Code Reference
	Verify interior finish requirements	FBC 803.1.1

Means Of Egress

OK, Comment, or N/A	Item	Code Reference

FBC-Accessibility

OK, Comment, or N/A	Item	Code Reference
	Verify accessible spaces and exceptions	FBC-A, 201.1, 203.1
	Verify site accessibility	FBC-A, 206.2.1, 206.2.2
	Verify protruding objects	FBC-A, 307.1
	Verify ground and floor surfaces	FBC-A, 302.1
	Verify ramps	FBC-A, 405.1
	Verify stairs	FBC-A, 504.1
	Verify elevators	FBC-A, 407.1
	Verify platform lifts	FBC-A, 410.1
	Verify doors	FBC-A, 404.1
	Verify entrances	FBC-A, 206.4
	Verify drinking fountains and bottle filling stations	FBC-A, 211.1, 602.1
	Verify water closets	FBC-A, 604.1
	Verify accessible toilet rooms and accessible wheelchair compartments	FBC-A, 603.1, 604.1
	Verify urinals	FBC-A, 605.1
	Verify lavatories and sinks	FBC-A, 606.1
	Verify bathtubs, and shower compartments	FBC-A, 607.1, 608.1
	Verify sinks	FBC-A, 606.1
	Verify storage	FBC-A, 811.1
	Verify handrails, and grab bars	FBC-A, 505.1
	Verify operable parts	FBC-A, 309.1

	Verify alarms	FBC-A, 215.1, 702.1
	Verify signage	FBC-A, 703.1
	Verify telephones	FBC-A, 704.1
	Verify built-in elements	FBC-A, 901.1
	Verify Assembly Areas	FBC-A, 221.1
	Verify dressing, fitting, and locker rooms	FBC-A, 222.1, 803.1

Plumbing Systems

OK, Comment, or N/A	Item	Code Reference
	Verify minimum number of plumbing fixtures	FBC-P, Table 403.1

Fire Marshal Rule 69A-58 Not covered by FBC

OK, Comment, or N/A	Item	Code Reference

Specifications

OK, Comment, or N/A	Item	Code Reference
	Use the District Master Specifications (a guidance document)	District Requirement
	Coordinate the drawings with the specifications	District Requirement
	Use the District Design Criteria (a guidance document)	District Requirement
	Use SREF	District Requirement
	Specifications shall 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