



**SCHOOL DISTRICT PALM BEACH COUNTY  
BUILDING DEPARTMENT  
PLAN REVIEW CHECKLIST -- ELECTRICAL**

3661 Interstate Park Road North  
Riviera BEACH, FLORIDA 33404  
TEL (561) 383-2093 FAX (561) 882-1978  
<https://www.palmbeachschools.org/domain/388>

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 specifications 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 Florida Building Code (FBC), National Electric Code (NEC), District Design Criteria (DDC), District Master Specification (DMS), National Fire Prevention Association Codes (NFPA) current editions, and Florida Statutes (FS).*

<b>Phase I – Schematic Design</b>		
OK, Comment, or N/A	Item	Code Reference
	Site Plan showing the location of a main electrical room, generator room, and power company transformer.	District Requirement
	Narrative the of electrical power system.	District Requirement

<b>Phase II –Design Development</b>		
OK, Comment, or N/A	Item	Code Reference
	Typical classroom(s) lighting and power layout.	District Requirement
	The layout of main electrical and generator rooms.	District Requirement
	Service riser diagram schematics.	District Requirement
	Request for any major deviations from the DDC and DMS.	District Requirement

**ELECTRICAL– "Phase III" Plans (Final Construction Documents)**

<b>General</b>		
OK, Comment, or N/A	Item	Code Reference
	Plans are signed and sealed	471, 481 FS
	All documentation submitted	District Requirement
	The ind represents what is submitted	District Requirement
	Plans match the specifications	District Requirement
	Plans comply with the District Design Criteria	District Requirement

### Site Plan

OK, Comment, or N/A	Item	Code Reference
	Site lighting and required lighting photometric	District Criteria
	Pole light detail	District Criteria
	Sign circuit and conduit for controls	District Requirement
	Lift Station	District Requirement
	Sports lighting	District Criteria
	Location of junction boxes in and near playfields	District Requirement
	Systems conduits and pull boxes for future portables	District Requirement
	EMS control for irrigation pump	District Requirement
	Telephone service entrance	District Requirement
	School sign power and controls requirements	District Requirement
	Card access and security systems junction boxes, power outlets for gates	District Requirement
	Conduit for future cable TV	District Requirement
	Intercom and security systems at the gates	District Requirement
	Location of main switchgear and generator	District Requirement
	Location of fire alarm control panel	District Requirement
	Location of lightning prediction (detection) system antenna and horn/strobe	District Requirement

### Lighting Plans

OK, Comment, or N/A	Item	Code Reference
	Emergency lighting	101 NFPA, 453 FBC
	Emergency lighting relay	District Criteria
	Lighting dimmers/switches, vacancy sensors for classrooms	District Criteria
	Lighting switches for corridors and student restrooms	District Criteria
	Normal lighting for classrooms	District Criteria
	Exterior lighting: Normal and emergency	453 FBC, 101 NFPA, District Criteria
	Exterior lighting controls	District Criteria
	Canopy and connector walkway lights	453 FBC
	Stage lighting	District Requirement
	CCTV room lighting	Ed. Specs
	Theatrical lighting	District Requirement
	Elevator pit, machine room, and car lighting	620 NEC
	EHPA lighting requirements	453 FBC
	Lighting Controls: Occupancy/Vacancy sensors, EMS	FBC, Energy Cons.
	Emergency lighting photometric for classrooms, corridor, media center, cafeteria, Gym	District Requirement
	Normal lighting photometric for classrooms, corridor, media center, cafeteria, and Gym.	District Requirement

### Power Plans

OK, Comment, or N/A	Item	Code Reference
	Receptacles in classrooms	District Criteria
	Receptacles in the media center	District Criteria
	Computer receptacles in classrooms	District Criteria
	Computer receptacles in the media center	District Criteria
	Receptacles for Electric Water Coolers	District Criteria
	Receptacles in corridors	District Criteria

	Receptacles in administrative spaces	District Criteria
	Receptacles for other equipment	Ed Specs
	Tamper-proof receptacles	District Criteria
	GFI receptacles	210.8 NEC, District Criteria, FBC
	Labs and shops emergency shut-off switches	453 FBC
	Equipment wiring	300 NEC
	HVAC system equipment wiring	300 NEC
	Disconnect switches within the sight of motors and appliances	430, 422 NEC
	Floor-mounted outlets in the kitchen have while-in-use water-proof covers	406.8 NEC
	Computer receptacles are supplied from separate panels	District Criteria
	EHPA power requirements	453 FBC
	Kiln Outlets controls wiring diagram	District Criteria

### Systems Plans

OK, Comment, or N/A	Item	Code Reference
	Conduit system for EMS	District Criteria
	Locations of fire alarm horn/speakers and strobe lights	NFPA 72
	Mounting heights of fire alarm horn/speakers and strobe lights	NFPA 72
	Distance between fire alarm strobe lights	NFPA 72
	Fire sprinkler standpipes tamper switches are monitored by the fire alarm panel	NFPA 72
	Duct smoke detectors	NFPA 90
	Fire alarm strobe light within 15 feet of the end of the corridor	NFPA 72
	Fire alarm pull stations within 5 feet of main exit doors (Non-sprinklered buildings)	NFPA 72
	200 feet travel distance to reach a fire alarm pull station (Non-sprinklered buildings)	NFPA 72
	Mounting height of fire alarm pull station	District Requirement
	Fire alarm pull stations in sprinklered	NFPA 72, District Requirements
	Exterior mounted fire alarm horns/speakers	District Requirement
	Remote indicator switches for duct smoke detectors	Design Criteria
	Heat detectors in non-sprinklered buildings	FBC 453, NFPA 101
	Smoke detectors	NFPA 72, NFPA 101
	Smoke detectors near fire alarm control panel and NAC panels	NFPA 72
	Location of intercom console	District Requirement
	Locations of intercom administrative display telephones	District Requirement
	Intercom speakers and call buttons	District Requirement
	Check sizes of electrical systems rooms	District Requirement
	Communications outlets	District Requirement
	Security sensor locations	District Requirement
	Elevator power on the optional source of the generator	District Requirement
	Elevator shunt trip	Elevator Code
	Heat and smoke detector in elevator machine room (when required)	Elevator Code
	Elevator recall	Elevator Code
	Lighting in elevator lobby	Elevator Code
	Heat and smoke detector in elevator shaft	Elevator Code
	Smoke detector in the elevator lobby	Elevator Code
	Telephone outlet in the elevator machine room	Elevator Code
	Gas solenoid valves in science rooms	453 FBC
	Gas solenoid valves for buildings	453 FBC

	Check School Police requirements	District Requirement
	Where code allows either a smoke detector or heat detector, use a heat detector	District Requirement
	Heat detectors in concealed spaces	453 FBC
	Heat detector in portables	4A-58
	Hurricane shelter requirements	FBC 453
	Smart TV Displays power requirements	District Requirement
	Location of fire alarm annunciator panel and fire alarm control panel	FBC 453
	Emergency power for systems	District Requirement
	Testing for wireless communications and requirements for BDA system, NFPA 1225 requirements	District Requirement

### Life Safety Loads

OK, Comment, or N/A	Item	Code Reference
	Emergency Lighting	700 NEC
	Exit signs	700 NEC
	Fire alarm system	700 NEC
	Intercom System	700 NEC
	Elevator car lights	Elevator Code
	Fire Pump	695 NEC
	BDA or DAS system power	NFPA 1225
	No other loads shall be connected to the life safety panels	700 NEC

### Optional/Equipment Branch Loads

OK, Comment, or N/A	Item	Code Reference
	Security system	District Criteria
	Main telephone and data system, data rooms A/C systems	District Criteria
	Card access system	District Criteria
	Video surveillance system	District Criteria
	Cooler/Freezer	District Criteria
	Receptacles for EHPA	453 FBC
	EMCS Control Panels	453 FBC
	All mechanical equipment required for EHPA	453 FBC
	Other receptacles as noted in DDC	District Criteria

### Electrical Room(s) Details

OK, Comment, or N/A	Item	Code Reference
	Clearances for panels, transformers, disconnect switches	110.26 NEC
	Dedicated zones for panels	110.26 NEC
	Emergency generator working clearance	110 NFPA
	The main electrical room must have two exit/entrance doors	110.26 NEC
	The main electrical room must have one (1) door opening to the exterior	District Criteria

### Electrical Riser Diagrams

OK, Comment, or N/A	Item	Code Reference
	Primary conduits for power company transformer	FP&L

	Main distribution panel grounding system	250-50 NEC
	Fault current for the main distribution panel	110.9 NEC
	Feeder sizes	Table 310-16 NEC
	Equipment grounding conductor sizes	Table 250-122 NEC
	Step down transformer grounding	250-30 NEC
	Bonding jumper sizes	250-28 NEC
	Arc Flash compliance and labeling (new construction)	District Requirements
	Emergency generator KW rating	700 NEC
	Automatic transfer switches	District Criteria
	Emergency generator annunciator panel, emergency shut-off switch	110 NFPA
	K-rated transformers are provided for nonlinear loads	District Criteria
	Panels with nonlinear loads have 200%, neutral conductors	District Criteria
	Conduit from EMS to power metering device	District Requirement
	Systems conduits for future portables	District Requirement
	EMS conduit for irrigation pump controller	District Requirement
	EMS conduit to the telephone room	District Requirement
	Check sizes of systems terminal cabinets	District Requirement
	Conduits to gates	District Requirement
	Telephone conduit to the elevator machine room	District Requirement
	Two 4-inch telephone conduits to AT&T manhole	AT&T Requirement

### Panel Schedules

OK, Comment, or N/A	Item	Code Reference
	Panels ratings: voltage, ampere, phase	240 NEC
	Panels AIC rating	110.9 NEC
	Panels main circuit breaker/main lugs	225, 230, 408 NEC
	Panel loads	210 NEC
	Branch circuits wiring sizes	300 NEC
	Panels' spare capacity	District Criteria, 453 FBC
	Main switchboard load calculation	220 NEC

### Other Schedules and Details

OK, Comment, or N/A	Item	Code Reference
	Transformer schedules	District Criteria
	Disconnect switch schedules	District Criteria
	Motor starter schedules	District Criteria
	Wiring diagrams and details	District Criteria
	Lighting contactor schedules	District Criteria

### Specifications

OK, Comment, or N/A	Item	Code Reference
	The proposed changes matches the District Master Specs (DMS)	District Requirement
	Specifications match the plans	District Criteria
	Specifications are signed and sealed	471, 481 FS