



Commercial Code Record

Purpose

In addition to plans and specifications, every commercial building permit application which requires plan review must include a separate graphic and written record of the significant code compliance features prepared by the registered design professional. This document, termed the “Code Record,” is intended to provide a succinct summary description of major code required life-safety components. It serves the following purposes:

- Provides a tool for the department to communicate with other departments and/or agencies so as to get them in the loop on items of interest relating to their area of jurisdiction. This should help to minimize the discovery of unforeseen items at the eleventh hour of construction.
- Permits the plan reviewer to quickly evaluate pertinent code issues. This will shorten the time the reviewer must spend studying the entire set of plans in order to learn the intended method of complying with type of construction, allowable area, number of exits, location of fire walls, smoke barriers, accessible routes, etc.
- Prepares both the regulators and designers for issues that may arise in the future by having the methods of past code compliance on file for reference. This again can save time for those trying to determine original code compliance for maintenance, inspection and future design.

When Required

With the following exceptions, a Code Record must be submitted with every application for a commercial building permit submitted to this office.

Exceptions:

- Work occurring on existing buildings (roofing, siding, window replacements or site improvements, etc)
- Open-air structures and other non-occupied structures

Code Record

The two parts that must be included in a Code Record are a narrative and schematic plan. Although they can be combined on the same sheet(s), there may be occasions, such as with requests for “alternate methods and materials,” when the narrative may need to stand-alone. Regardless of how assembled, the following must be included in every Code Record:

Narrative:

- Facility information (name of building and/or business name, address, owner’s name)
- Designer information (name, address and registration numbers)
- Design codes, current and historic if known
- Accurate description of work (new, addition, remodeling, etc.)
- Area, height & number of stories

- List all occupancy classifications, types of construction and current occupant loads
- Separated and/or non-separated uses
- Calculations showing compliance for allowable area, height & stories
- Extent of active fire-protection features (sprinklers, standpipes, detection, alarms, smoke-control, emergency power, lighting)
- Numbers of existing restrooms and calculations showing the demand placed on them before proposed construction; following IBC chapter 29
- Proposed “alternates” and/or “modifications” (provide complete justification)

Schematic Plan: (Floor plans on maximum of 11” x 17”)

- Orientation information (scale, north arrow, legend of symbols)
- General room layouts with names of those fire-separated or otherwise of significance
- Accurate distances to property lines, streets, and buildings on same site
- Locations of all rated walls and/or horizontal assemblies and current ratings of each rated assembly (fire walls, fire barriers, smoke barriers, corridors, horizontal exits, exit enclosures, exit passageways)
- Show all Occupancy Classifications and Types of Construction on floor plan
- Travel distances
- Exterior exits and exit stairs
- Locations of fire department connection and control panel
- Locations of accessible entrances
- Locations of existing restrooms
- Elevators

Code Record Example
Good Life Nursing Home

Good Life Nursing Home
1228 Oak St.
Able MN 55555-5555

Owner:

Good Life Corp.
1000 1st St.
Tijuana, Mexico

Architect:

Straight Edge Arch
200 Circle Dr.
Template, WI 5432-1234

Building 1:

Built 1962 Code unknown

Group I – 2 Occupancy

Type II-B Construction Non-separated

Sprinkled

Fire Alarm System including smoke detectors

Basic Allowable Area 11,000 sq.ft.

Increase for Yards F/P = .50 I_f = 25

Maximum Allowable Area 46,750 sq.ft.

Actual Area 16,000 sq.ft.

Allowable Height	75' (sprinkled)	Allowable Number of Stories	2 (sprinkled)
Actual Height	14'	Actual Number of Stories	1

Building 2:

Proposed Addition

2003 SBC (2000 IBC, 2000 IMC, 2002 NEC)

Group I – 2 Occupancy Non-separated

Type II-A Construction

Sprinkled

Fire Alarm System including smoke detectors

Basic Allowable Area A_t = 15,000 sq.ft.

Increase for Yards F/P = .75 W = 30 I_f = 50

Increase for Sprinklers I_s = 200

Maximum Allowable Area per floor A_a = 15,000 + 7500 + 30,000 = 52,500 sq.ft.

Actual Area per floor 8,000 sq.ft.

Increase for Multi-Story 52,500 x 2

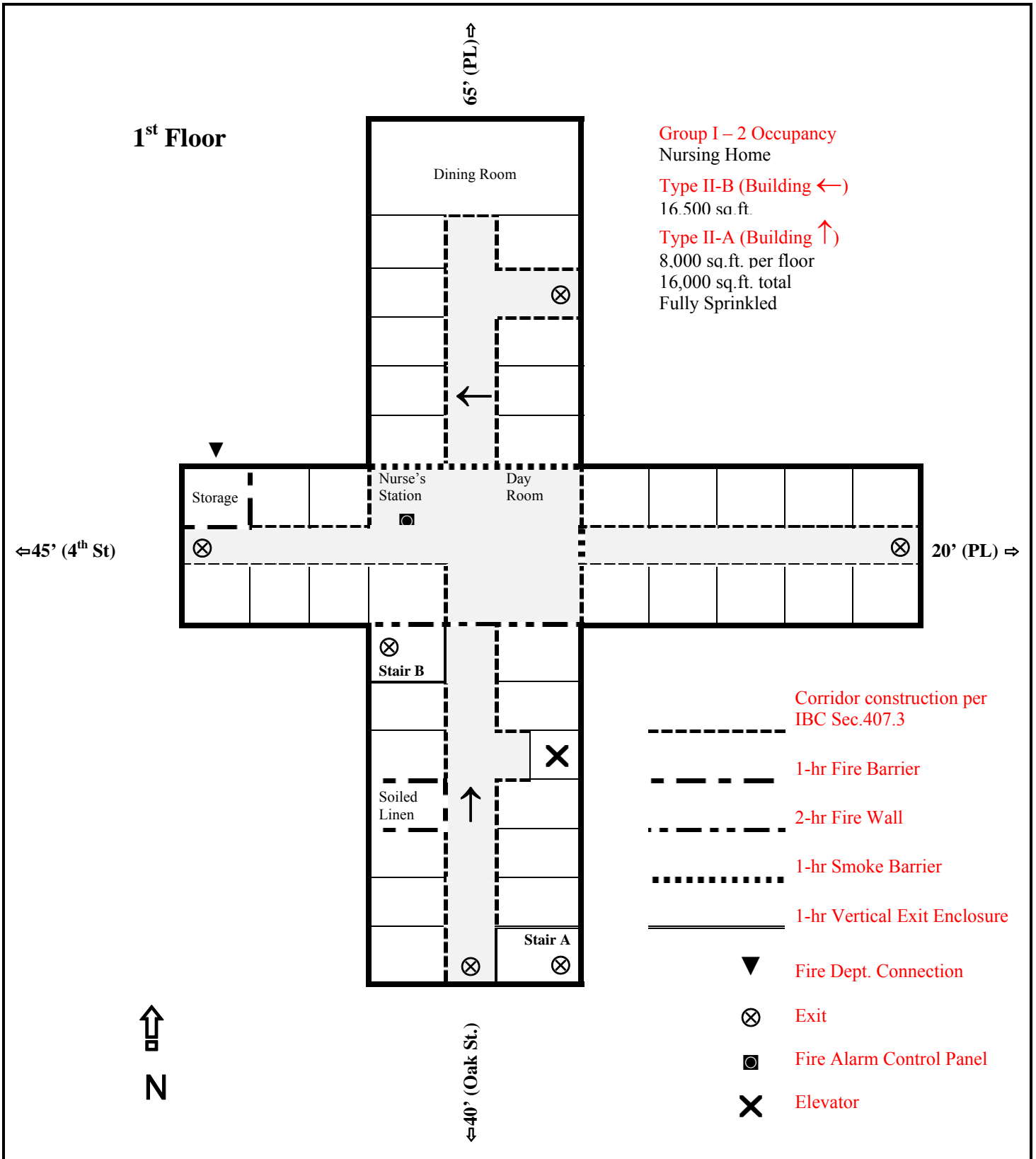
Maximum Total Allowable Area 105,000 sq.ft.

Actual Total Area 16,000 sq.ft.

Allowable Height	85' (sprinkled)	Allowable Number of Stories	3 (sprinkled)
Actual Height	30'	Actual Number of Stories	2

Code Record Example

Good Life Nursing Home



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Good Life Nursing Home

