



City of Portsmouth Department of
Permits and Inspections

Plan Submittal and Review

All official plan submittals are made by providing a building permit application and two FULL SIZED hard copies of construction documents to this office, either over the counter to a Permit Technician or my mail carrier. Digital submittals are only accepted as backup to hard copy submittals. Submitting plans to staff by email is unacceptable!

Construction Documents include:

Applications, Site plan, Structural, Architectural, Electrical, Mechanical, and Plumbing plans and specifications.

Building Plans include, but are not limited to:

Building or suite floor plans, wall sections, elevations, foundation plans, framing plans, load point plans, bracing plans, life safety plans to include egress information.

All plans dimensioned and to scale. All rooms identified as to use, square footages and occupant loads attached.

Legends identifying symbols for new walls, demolished walls, existing walls, exit signs, emergency lighting.

Code design criteria noting Building Code Edition, Use Group, Mixed Uses, Special Uses, Construction type, square footage, total occupant load, Existing Building Code criteria, and design approach.

Uses of various areas identified, and equipment necessary for use function.

Trade Plans include: but are not limited to:

Electrical, Mechanical, and Plumbing plans and specifications to include all symbol identifying legends and applicable tables and schedules.

Fire Protection plans but are not limited to:

Fire suppression shop drawings, range hood shop drawings, range hood suppression system shop drawings, fire alarm shop drawings prepared by a NICET III or better design professional.

Failure to provide the required information noted in this memo will delay your project until the information is provided in its entirety.