BUILDING CODE SERVICES
ADMINISTRATIVE GUIDELINE

Number: BD-013   **Title:** Plan Review Checklists

Revision Date: 8/14/24   **Approved By:** Mark Lodge, Director

Contact Name: Marisa-Ann Gedeon, Manager   **Contact Email:** marisa-ann.gedeon@palmbeachschools.org

Purpose:
The procedure establishes the requirements for development and use of checklists for reviewing construction documents for the construction of SDPBC facilities.

Scope:
The checklists are tools used by the plan reviewers and are available to the design professionals, contractors and other interested parties. They include one of several tools available. However, these checklists are not considered as an all-inclusive tool for the production of construction documents for compliance with the Florida Building and Life Safety Codes or the various SDPBC requirements.

Guidelines:

1. Plan reviewers use the checklist during their plan review as a guide to check plans for code and district requirements.
2. The checklists include the following disciplines;
   a. Architectural (Building and Life Safety Codes)
   b. Civil
   c. Electrical (Power and Systems)
   d. Mechanical
   e. Plumbing including Fire Sprinkler Systems
   f. Structural
3. The checklists are available on the Building Code Services' web site.
   https://www.palmbeachschools.org/Page/1555 under the documents
   section.
4. The design professionals and contractors may use the checklist as a tool before submitting plans and specifications for building permit.
5. Building Code Services will review and update the checklists as deemed necessary.

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