



Commercial Application Checklist

PROJECT INFORMATION			
Project Name:	Permit #	Date:	
Project Address:			Oregon City, OR 97045
Scope of Work:			
Contact Person:		Company:	
Phone:		Fax:	
Email:			
Address:	City:	State:	ZIP:
NOTES AND INSTRUCTIONS			
<ul style="list-style-type: none"> The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted. This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements. For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book. It is not necessary to duplicate submittal information, even if it is asked for in multiple sections. In the checklist, “required” means that the applicant must provide this information for plan review. In the checklist, “P” means – <ul style="list-style-type: none"> <i>If checked by the applicant</i> – the information is provided for the plan review. <i>If checked by the plans examiner</i> – the information is required for the plan review. In the checklist, “NA” means that the information does not apply. Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted. 			
PRE-SUBMITTAL PROCESS			
<p>An applicant may request a pre-submittal meeting with the Building Division. The meeting may take place during the conceptual, schematic or in-progress phase, or when the applicant has completed the plans.</p>			
PLAN REQUIREMENTS			
<p>Plans must be minimum 11 x 17 in size, minimum 10 pt. font, and accurately drawn to scale. Minimum scale is 1/8 inch per foot.</p>			
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SECTION 1 – GENERAL PROJECT DATA			
Construction Documents			<i>Location (Sheet Number or Spec Section)</i>
1.1	<input type="checkbox"/>	Required No. of sets of plans:	_____
1.2	<input type="checkbox"/>	Required Cover Sheet Title Block	_____
1.3	<input type="checkbox"/>	Required Cover Sheet Vicinity Map	_____
1.4	<input type="checkbox"/>	Required Cover Sheet Plan Index	_____
4.5	<input type="checkbox"/> P <input type="checkbox"/> NA	Code Summary	_____
1.6	<input type="checkbox"/> P <input type="checkbox"/> NA	Deferred Submittal Summary	_____
1.7	<input type="checkbox"/> P <input type="checkbox"/> NA	Professional Stamp and Signature	_____
1.8	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-and-Life-Safety Plan	_____
1.9	<input type="checkbox"/> P <input type="checkbox"/> NA	Landscape Plan	_____
1.10	<input type="checkbox"/> P <input type="checkbox"/> NA	Landscape Specifications	_____
Supporting Documents			<i>Notes</i>
1.20	<input type="checkbox"/> P <input type="checkbox"/> NA	Land-Use or Planning Actions	_____
1.21	<input type="checkbox"/> P <input type="checkbox"/> NA	Required Fire-Flow Calculations	_____
1.22	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-Hydrant Flow-Test Report	_____
1.23	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire Department or Fire District Building Survey Report	_____
1.24	<input type="checkbox"/> P <input type="checkbox"/> NA	Material Safety Data Sheets (MSDS)	_____
SECTION 2 – CIVIL DATA			
Construction Documents			<i>Location (Sheet Number or Spec Section)</i>
2.1	<input type="checkbox"/>	Required Site Plan	_____
2.2	<input type="checkbox"/>	Required Site Utility Plan	_____
2.3	<input type="checkbox"/>	Required Grading Plan	_____
2.4	<input type="checkbox"/>	Required Erosion-Control Plan	_____
2.5	<input type="checkbox"/> P <input type="checkbox"/> NA	Utility Vault Location and Details	_____
Supporting Documents			<i>Notes</i>
2.20	<input type="checkbox"/> P <input type="checkbox"/> NA	Geotechnical/Soil Engineer Report	_____
2.21	<input type="checkbox"/> P <input type="checkbox"/> NA	Storm-Water Calculations	_____
2.22	<input type="checkbox"/> P <input type="checkbox"/> NA	Site Retaining-Wall Structural Calculations	_____
2.23	<input type="checkbox"/> P <input type="checkbox"/> NA	“Assurance of Compliance” with Environmental Rules	_____

SECTION 3.0 – ARCHITECTURAL DATA		
Construction Documents		<i>Location (Sheet Number or Spec Section)</i>
3.1	<input type="checkbox"/> Required Floor Plan(s)	_____
3.2	<input type="checkbox"/> Required Transverse and Longitudinal Cross Sections	_____
3.3	<input type="checkbox"/> Required OSSC Chapter 11 Accessibility Requirements	_____
3.4	<input type="checkbox"/> P <input type="checkbox"/> NA Interior Elevations	_____
3.5	<input type="checkbox"/> P <input type="checkbox"/> NA Exterior Elevations	_____
3.6	<input type="checkbox"/> P <input type="checkbox"/> NA Roof Plan	_____
3.7	<input type="checkbox"/> P <input type="checkbox"/> NA Wall Type Sections and Details	_____
3.8	<input type="checkbox"/> P <input type="checkbox"/> NA Reflected Ceiling Plan(s)	_____
3.9	<input type="checkbox"/> P <input type="checkbox"/> NA Fire-Rated Construction Details	_____
3.10	<input type="checkbox"/> P <input type="checkbox"/> NA Energy-Code-Compliant Construction Details and Specifications	_____
3.11	<input type="checkbox"/> P <input type="checkbox"/> NA Door Schedule	_____
3.12	<input type="checkbox"/> P <input type="checkbox"/> NA Glazing Schedule	_____
3.13	<input type="checkbox"/> P <input type="checkbox"/> NA Furniture Plan	_____
Supporting Documents		<i>Notes</i>
3.20	<input type="checkbox"/> P <input type="checkbox"/> NA Energy-Code-Compliance forms/calculations	_____
3.21	<input type="checkbox"/> P <input type="checkbox"/> NA Material Safety Data Sheets (MSDS)	_____
3.22	<input type="checkbox"/> P <input type="checkbox"/> NA Hazardous Materials Inventory Statement (HMIS)	_____
3.23	<input type="checkbox"/> P <input type="checkbox"/> NA Hazardous Materials Management Plan (HMMP)	_____
3.24	<input type="checkbox"/> P <input type="checkbox"/> NA Written Fire-and-Life-Safety Evacuation Plan for Area of Rescue Assistance	_____
3.25	<input type="checkbox"/> P <input type="checkbox"/> NA Active and Passive Smoke-Control Information	_____

SECTION 4.0 – STRUCTURAL DATA		
Construction Documents		<i>Location (Sheet Number or Spec Section)</i>
4.1	<input type="checkbox"/> Required Structural Cover Sheet	_____
4.2	<input type="checkbox"/> P <input type="checkbox"/> NA Foundation Plan and Details	_____
4.3	<input type="checkbox"/> P <input type="checkbox"/> NA Under-Slab Mechanical Plan	_____
4.4	<input type="checkbox"/> P <input type="checkbox"/> NA Under-Slab Electrical Plan	_____
4.5	<input type="checkbox"/> P <input type="checkbox"/> NA Under-Slab Plumbing Plan	_____
4.6	<input type="checkbox"/> P <input type="checkbox"/> NA Floor Framing Plan	_____
4.7	<input type="checkbox"/> P <input type="checkbox"/> NA Roof Framing Plan	_____
4.8	<input type="checkbox"/> P <input type="checkbox"/> NA Structural Elevations	_____
4.9	<input type="checkbox"/> P <input type="checkbox"/> NA Structural Details and Cross Sections	_____
4.10	<input type="checkbox"/> P <input type="checkbox"/> NA Standpipe Information	_____
4.11	<input type="checkbox"/> P <input type="checkbox"/> NA Special Inspector/Structural Observation Matrix	_____
Supporting Documents		<i>Notes</i>
4.20	<input type="checkbox"/> P <input type="checkbox"/> NA Geotechnical/Soil Engineer Report	_____
4.21	<input type="checkbox"/> P <input type="checkbox"/> NA Site-Specific Seismic Hazard Report	_____
4.22	<input type="checkbox"/> P <input type="checkbox"/> NA Design Narrative	_____
4.23	<input type="checkbox"/> P <input type="checkbox"/> NA Structural Calculations	_____

SECTION 5.0 – MECHANICAL DATA (New Construction, Tenant Improvement, Gas Piping Permits)		
Construction Documents		<i>Location (Sheet Number or Spec Section)</i>
5.1	<input type="checkbox"/> Required Floor Plan(s)	_____
5.2	<input type="checkbox"/> Required Equipment Schedule	_____
5.3	<input type="checkbox"/> P <input type="checkbox"/> NA Site Plan	_____
5.4	<input type="checkbox"/> P <input type="checkbox"/> NA Under-Slab Mechanical Plan	_____
5.5	<input type="checkbox"/> P <input type="checkbox"/> NA Roof Plan	_____
5.6	<input type="checkbox"/> P <input type="checkbox"/> NA Fuel-Gas-Piping Plan	_____
5.7	<input type="checkbox"/> P <input type="checkbox"/> NA HVAC Equipment and Duct Plan(s)	_____
5.8	<input type="checkbox"/> P <input type="checkbox"/> NA Roof Access Details	_____
5.9	<input type="checkbox"/> P <input type="checkbox"/> NA Duct Smoke-Detector Plans	_____
5.10	<input type="checkbox"/> P <input type="checkbox"/> NA Fire/Smoke Damper Locations	_____
5.11	<input type="checkbox"/> P <input type="checkbox"/> NA Smoke-Control Plan	_____
5.12	<input type="checkbox"/> P <input type="checkbox"/> NA Outside Air (OSA) Table	_____
5.13	<input type="checkbox"/> P <input type="checkbox"/> NA Refrigeration Equipment and Piping Plan	_____
5.14	<input type="checkbox"/> P <input type="checkbox"/> NA Kitchen Equipment Plan	_____
5.15	<input type="checkbox"/> P <input type="checkbox"/> NA Type I and/or Type II Kitchen Hood Plan (see Section 7.0- Mechanical Data)	_____
5.16	<input type="checkbox"/> P <input type="checkbox"/> NA Fume/Vapor Hood Plan	_____
5.17	<input type="checkbox"/> P <input type="checkbox"/> NA Process Piping/Product and/or Exhaust-Conveying Duct Plan	_____
5.18	<input type="checkbox"/> P <input type="checkbox"/> NA Fire-Rated Construction Details	_____
5.19	<input type="checkbox"/> P <input type="checkbox"/> NA Equipment Hanger/Fastener Details	_____
Supporting Documents		<i>Notes</i>
5.20	<input type="checkbox"/> Required Structural Calculations for Vertical Loads	_____
5.21	<input type="checkbox"/> Required Structural Calculations for lateral loads, for equipment weighing over 400 lbs.	_____
5.22	<input type="checkbox"/> P <input type="checkbox"/> NA Equipment Manufacturers' catalog "cut sheets" or specifications	_____
5.23	<input type="checkbox"/> P <input type="checkbox"/> NA Outside Air (OSA) Calculations	_____
5.24	<input type="checkbox"/> P <input type="checkbox"/> NA Smoke-Control Calculations	_____
5.25	<input type="checkbox"/> P <input type="checkbox"/> NA Combustion-Air Calculations	_____
5.26	<input type="checkbox"/> P <input type="checkbox"/> NA Fuel-Gas-Piping Sizing Calculations	_____
5.27	<input type="checkbox"/> P <input type="checkbox"/> NA Make-Up Air Calculations	_____
5.28	<input type="checkbox"/> P <input type="checkbox"/> NA Energy-Code-Compliance Forms	_____
5.29	<input type="checkbox"/> P <input type="checkbox"/> NA Boiler Information	_____

SECTION 6.0 – MECHANICAL DATA (Additional or Replacement Rooftop Installation Permits)	
Construction Documents	<i>Location (Sheet Number or Spec Section)</i>
6.1 <input type="checkbox"/> Required Roof Plan	_____
6.2 <input type="checkbox"/> P <input type="checkbox"/> NA Roof Framing Plan	_____
6.3 <input type="checkbox"/> P <input type="checkbox"/> NA Fuel Gas-Piping Plan	_____
6.4 <input type="checkbox"/> P <input type="checkbox"/> NA Roof Access Details	_____
Supporting Documents	<i>Notes</i>
6.20 <input type="checkbox"/> Required Structural Calculations for Vertical Loads	_____
6.21 <input type="checkbox"/> Required Structural Calculations for Lateral Loads, for equipment weighing over 400 lbs.	_____
6.22 <input type="checkbox"/> P <input type="checkbox"/> NA Equipment Manufacturers’ Catalog “Cut Sheets” or Specifications	_____
6.23 <input type="checkbox"/> P <input type="checkbox"/> NA Fuel Gas Piping Sizing Calculations	_____
6.24 <input type="checkbox"/> P <input type="checkbox"/> NA Energy-Code-Compliance Forms	_____
SECTION 7.0 – MECHANICAL DATA (Type I or Type II Kitchen Hood Permits)	
Construction Documents	<i>Location (Sheet Number or Spec Section)</i>
7.1 <input type="checkbox"/> Required Site Plan	_____
7.2 <input type="checkbox"/> Required Floor Plan(s)	_____
7.3 <input type="checkbox"/> Required Kitchen Equipment Plan	_____
7.4 <input type="checkbox"/> Required Kitchen Equipment and Hood Elevations	_____
7.5 <input type="checkbox"/> P <input type="checkbox"/> NA Roof Plan	_____
7.6 <input type="checkbox"/> P <input type="checkbox"/> NA Cross Sections Through Hoods, Ducts and Shafts	_____
7.7 <input type="checkbox"/> P <input type="checkbox"/> NA Fire-Rated Construction Details	_____
7.8 <input type="checkbox"/> P <input type="checkbox"/> NA Fire Suppression Details	_____
Supporting Documents	<i>Notes</i>
7.20 <input type="checkbox"/> Required Structural Calculations for Vertical Loads	_____
7.21 <input type="checkbox"/> Required Structural Calculations for Lateral Loads, for Equipment weighing over 400 lbs.	_____
7.22 <input type="checkbox"/> Required Make-up Air Calculations	_____
7.23 <input type="checkbox"/> P <input type="checkbox"/> NA Equipment Manufacturers’ Catalog “Cut Sheets” or Specifications	_____
7.24 <input type="checkbox"/> P <input type="checkbox"/> NA Hood/Grease Extractor Listing Documentation	_____
7.25 <input type="checkbox"/> P <input type="checkbox"/> NA Hood/Grease Duct Sizing Calculations	_____
7.26 <input type="checkbox"/> P <input type="checkbox"/> NA Fire Suppression Information	_____

SECTION 8.0 – PLUMBING DATA		
Construction Documents		<i>Location (Sheet Number or Spec Section)</i>
8.1	<input type="checkbox"/> Required Floor Plan(s)	_____
8.2	<input type="checkbox"/> Required Piping and Material Schedule	_____
8.3	<input type="checkbox"/> Required Equipment Layout Plan	_____
8.4	<input type="checkbox"/> Required Fixture Schedule	_____
8.5	<input type="checkbox"/> P <input type="checkbox"/> NA Site Utility Plan	_____
8.6	<input type="checkbox"/> P <input type="checkbox"/> NA Building Cross Section	_____
8.7	<input type="checkbox"/> P <input type="checkbox"/> NA Rise Diagram	_____
8.8	<input type="checkbox"/> P <input type="checkbox"/> NA Roof Plan	_____
8.9	<input type="checkbox"/> P <input type="checkbox"/> NA Backflow-Prevention Location	_____
8.10	<input type="checkbox"/> P <input type="checkbox"/> NA Irrigation Plan	_____
8.11	<input type="checkbox"/> P <input type="checkbox"/> NA Fire-Rated Construction Details	_____
8.12	<input type="checkbox"/> P <input type="checkbox"/> NA Under-Slab Plumbing Plan	_____
Supporting Documents		<i>Notes</i>
8.20	<input type="checkbox"/> Required Structural Calculations for Vertical Loads	_____
8.21	<input type="checkbox"/> Required Structural Calculations for Lateral Loads, for Equipment weighing over 400 lbs.	_____
8.22	<input type="checkbox"/> P <input type="checkbox"/> NA Equipment Manufacturers’ Catalog “Cut Sheets” or Specifications	_____
8.23	<input type="checkbox"/> P <input type="checkbox"/> NA Utility Maintenance Agreements	_____
8.24	<input type="checkbox"/> P <input type="checkbox"/> NA Water Supply Calculations	_____
8.25	<input type="checkbox"/> P <input type="checkbox"/> NA Sanitary System Calculations	_____
8.26	<input type="checkbox"/> P <input type="checkbox"/> NA Irrigation Demand Calculations	_____
8.27	<input type="checkbox"/> P <input type="checkbox"/> NA Roof Drain and Storm-Water Calculations	_____

SECTION 9.0 – ELECTRICAL DATA		
Construction Documents		<i>Location (Sheet Number or Spec Section)</i>
9.1	<input type="checkbox"/> Required No. of sets of plans: _____	_____
9.2	<input type="checkbox"/> Required Floor Plan(s)	_____
9.3	<input type="checkbox"/> Required Electrical Load Calculations	_____
9.4	<input type="checkbox"/> Required One Line Diagram	_____
9.5	<input type="checkbox"/> Required Feeder Riser Diagram	_____
9.6	<input type="checkbox"/> Required Available Fault Current Information	_____
9.7	<input type="checkbox"/> Required Panel Schedule(s)	_____
9.8	<input type="checkbox"/> P <input type="checkbox"/> NA Site Electrical Plan	_____
9.9	<input type="checkbox"/> P <input type="checkbox"/> NA Fire-Rated-Construction Details	_____
9.10	<input type="checkbox"/> P <input type="checkbox"/> NA Lighting Plan	_____
9.11	<input type="checkbox"/> P <input type="checkbox"/> NA Emergency Power System and Emergency Lighting Plan	_____
9.12	<input type="checkbox"/> P <input type="checkbox"/> NA Lighting Plan	_____
Supporting Documents		<i>Notes</i>
9.20	<input type="checkbox"/> Required Structural Calculations for Vertical Loads	_____
9.21	<input type="checkbox"/> Required Structural Calculations for Vertical and Lateral Loads for Equipment Weighing Over 400 lbs.	_____
9.22	<input type="checkbox"/> P <input type="checkbox"/> NA Energy Code Compliance Forms and Calculations for Lighting	_____
9.23	<input type="checkbox"/> P <input type="checkbox"/> NA Emergency Power System Specifications	_____
9.24	<input type="checkbox"/> P <input type="checkbox"/> NA Feeder Riser Information	_____
9.25	<input type="checkbox"/> P <input type="checkbox"/> NA Lighting Equipment Manufacturers’ Catalog “Cut Sheets” or Specifications	_____

SECTION 10.0 – FIRE SUPPRESSION DATA		
Construction Documents		<i>Location (Sheet Number or Spec Section)</i>
10.1	<input type="checkbox"/> Required	Floor Plan(s) _____
10.2	<input type="checkbox"/> Required	Sprinkler Piping Plan(s) _____
10.3	<input type="checkbox"/> P <input type="checkbox"/> NA	Site Plan _____
10.4	<input type="checkbox"/> P <input type="checkbox"/> NA	Standpipe Information _____
10.5	<input type="checkbox"/> P <input type="checkbox"/> NA	Backflow-Prevention _____
10.6	<input type="checkbox"/> P <input type="checkbox"/> NA	Reflected Ceiling Plan(s) _____
10.7	<input type="checkbox"/> P <input type="checkbox"/> NA	Transverse and Longitudinal Cross Sections _____
10.8	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-Rated Construction Details _____
10.9	<input type="checkbox"/> P <input type="checkbox"/> NA	Specialty Fire Suppression System Plans and list of Systems _____
Supporting Documents		<i>Notes</i>
10.20	<input type="checkbox"/> Required	Structural Calculations for Vertical Loads _____
10.21	<input type="checkbox"/> Required	Structural Calculations for Lateral Loads, for Equipment Weighing Over 400 lbs. _____
10.22	<input type="checkbox"/> Required	Equipment Manufacturers’ Catalog “Cut Sheets” _____
10.23	<input type="checkbox"/> P <input type="checkbox"/> NA	Hydraulic Calculations _____
10.24	<input type="checkbox"/> P <input type="checkbox"/> NA	Specialty Fire-Suppression-System Information _____
SECTION 11.0 – FIRE DETECTION AND ALARM DATA		
Construction Documents		<i>Location (Sheet Number or Spec Section)</i>
11.1	<input type="checkbox"/> Required	Floor Plan(s) _____
11.2	<input type="checkbox"/> P <input type="checkbox"/> NA	Site Plan _____
11.3	<input type="checkbox"/> P <input type="checkbox"/> NA	Reflected Ceiling Plan(s) _____
11.4	<input type="checkbox"/> P <input type="checkbox"/> NA	Transverse and Longitudinal Cross Section(s) _____
11.5	<input type="checkbox"/> P <input type="checkbox"/> NA	Wiring Schematic _____
11.6	<input type="checkbox"/> P <input type="checkbox"/> NA	Elevator Recall Information _____
11.7	<input type="checkbox"/> P <input type="checkbox"/> NA	Operational Matrix _____
11.8	<input type="checkbox"/> P <input type="checkbox"/> NA	Fire-Rated Construction Details _____
11.9	<input type="checkbox"/> P <input type="checkbox"/> NA	Standard Electrical Notes _____
Supporting Documents		<i>Notes</i>
11.20	<input type="checkbox"/> Required	Structural Calculations for Vertical Loads _____
11.21	<input type="checkbox"/> Required	Structural Calculations for Lateral Loads, for Equipment Weighing Over 400 lbs. _____
11.22	<input type="checkbox"/> Required	Equipment Manufacturers’ Catalog “Cut Sheets” _____
11.23	<input type="checkbox"/> Required	Installer Certification Information _____
11.24	<input type="checkbox"/> P <input type="checkbox"/> NA	Battery Calculations _____
11.25	<input type="checkbox"/> P <input type="checkbox"/> NA	Sample Fire Alarm Log Book _____
11.26	<input type="checkbox"/> P <input type="checkbox"/> NA	Emergency Power System Specifications _____
11.27	<input type="checkbox"/> P <input type="checkbox"/> NA	Monitoring Certification Information _____
11.28	<input type="checkbox"/> P <input type="checkbox"/> NA	Voltage Drop Calculations _____

SECTION 12.0 – RE-ROOF INSTALLATION DATA		
Construction Documents		<i>Location (Sheet Number or Spec Section)</i>
12.1* <input type="checkbox"/> Required Roof Plan		
The Site Plan typically includes the following: <ul style="list-style-type: none"> • North Arrow • A note describing the scope of work, such as tear-off, overlay, etc. • A note indicating approx. squares of roofing to be applied • Area in which work is to be performed • Location of roof access <ul style="list-style-type: none"> ○ *The Building Official may waive submission of plans. 		
Supporting Documents		<i>Notes</i>
12.20 <input type="checkbox"/> Required Pre-Re-Roof Inspection		
12.21 <input type="checkbox"/> Required Roofing System Listing Information		
12.22 <input type="checkbox"/> Required Roofing Manufacturer’s Installation Guide		
12.23 <input type="checkbox"/> P <input type="checkbox"/> NA Roof Manufacturers’ Catalog “Cut Sheets”		
12.24 <input type="checkbox"/> P <input type="checkbox"/> NA Structural Engineer’s Report		
SECTION 13.0 – JURISDICTIONAL – SPECIFIC REQUIREMENTS		
Construction Documents		
13.1 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required		
13.2 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required		
13.3 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required		
13.4 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required		
13.5 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required		
13.6 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required		
13.7 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required		
13.8 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required		
13.9 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required		
13.10 <input type="checkbox"/> P <input type="checkbox"/> NA <input type="checkbox"/> Required		