Commercial Plans
Submittal Checklist

Office Use	Applicant	
		Building Permit Application must be completely filled out, including:
____	____	Contractor's name, phone number, and address
____	____	Owner's name, address and phone number
____	____	Specify a contact person: name and phone number
____	____	Project address
____	____	The estimated value of the project (include all materials and labor)
____	____	**Title Page: must contain all of the following information:**
____	____	Building Occupancy classification(s)
____	____	Building Construction Type
____	____	Building square footage (gross and each individual occupancy classification)
____	____	Building height.
____	____	Occupant Load.
____	____	Sprinklered/Unsprinklered
____	____	Allowable building area
____	____	Area increases used
____	____	**Site Plan/Civil Drawings: 4 sets**
____	____	Recommended scale: 1/8" = 1'- 0"
____	____	Lot dimensions
____	____	Building footprint with all projections & dimensions to all property lines and/or other building
____	____	North arrow
____	____	Easements
____	____	All parking
____	____	Location of handicapped parking spaces with access aisles, curb ramps, and other ramps on site
____	____	Handicapped access to the buildings from the public way
____	____	Location of any and all retaining walls (which require separate permits)
____	____	**Foundation Plan: 4 sets**
____	____	Recommended scale: 1/8" = 1' – 0"
____	____	Footings, foundation, piers, and grade beams
____	____	Post and girder intersections
____	____	Fireplaces masonry or gas
____	____	**Floor Plan: 4 sets**
____	____	Recommended scale ¼" = 1'- 0"
____	____	Full architectural plans, fully dimensioned and labeled
____	____	Exit Plan for each level

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____	____	**Exterior Elevations: 4 sets**
____	____	Recommended scale: ¼" = 1' – 0"
____	____	Identify finish materials to be used
____	____	**Structural and Architectural Details: 4 sets (to include all applicable from following)**
____	____	Recommended scale: 1/4" = 1' – 0"
____	____	Roof, to include eaves, overhangs, rake and gables
____	____	Floor changes (i.e. slab-to-wood frame)
____	____	Handrails, guardrails, and support details
____	____	Structural framing details
____	____	Fire wall, fire barrier and fire partition details
____	____	Suspended ceiling plan with support details
____	____	Structural section with details at foundation, floor and roof levels
____	____	Typical cross section in each direction
____	____	Special inspections required
____	____	**Manufacturer's Specifications for Prefabricated Trusses: 4 sets**
		Trusses Comments:
____	____	**HVAC Details: 4 sets**
____	____	Location of HVAC equipment
____	____	Duct location and layout for supply and return air
____	____	Smoke/fire damper locations
____	____	CFMs of all HVAC units
____	____	Gas line drawing, including input rating in BTU's of all equipment
____	____	**Plumbing Layout (to include all supply and drainage piping)**
____	____	Show all water heaters
____	____	Sewer connection location
____	____	Grease, oil, sand interceptors and sizing calculations
____	____	Location and type of back-flow prevention devices
____	____	**Electrical Plan:**
____	____	Panel size(s) and location(s)
____	____	Outlet layout

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NOTES REGARDING COMMERCIAL SUBMITTAL:

For remodeling and tenant improvement, the area of improvement shall comply with the access requirements for new construction. An accessible route of travel will be required to the remodeled/improved area.

Change of use or new ownership may be subject to site plan review.

Additional Information: