New Commercial
Permit Application Checklist

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 03/07/16

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete Set of construction drawings must include:

Note: Construction documents for costs in excess of $50,000.00 must be prepared by a Design Professional and bear their seal .

- ☐ Cross sections w/framing details
- ☒ Floor plans and elevations
- ☒ Window and door schedules
- ☐ Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- ☒ Detail egress requirements and fire separations
- ☐ Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IEEC 2009
- ☒ Complete the Accessibility Certificate and The Certificate of Design
- ☐ A statement of special inspections as required per the IBC 2009
- ☒ Complete electrical and plumbing layout.
- ☐ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment,
- ☒ Electronic files in PDF format are required.
- ☐ State Fire Marshall Permit maybe required.
- ☐ Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal & external plumbing, HVAC and electrical installations.

1 copy of the minor (< 10,000 sf) or major (> 10,000 sf) site plan application is required that includes:

- ☒ A stamped boundary survey to scale showing north arrow, zoning district and setbacks to a scale of ≥ 1” = 20’ on paper ≥ 11” x 17”
- ☒ The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines. Photocopies of the plat or hand draw footprints not to scale will not be accepted.
- ☒ Location and dimensions of parking areas and driveways, street spaces and building frontage
- ☒ Finish floor or sill elevation (based on mean sea level datum)
- ☐ Location and size of both existing utilities in the street and the proposed utilities serving the building
- ☒ Existing and proposed grade contours
- ☐ Silt fence (erosion control) locations

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