Commercial Interic
Permit Applic

All of the following information is required and must be s
application package will ensure your package is complete

One (1) complete set of construction drawings mu

Note: Construction documents for costs in excess of
Professional and bear their seal.

- ■ Cross sections w/framing details
- ■ Detail of any new walls or permanent partition
- ■ Floor plans and elevations
- ■ Window and door schedules
- ■ Complete electrical and plumbing layout.
- ■ Mechanical drawings for any specialized equipr
  HVAC equipment or other types of work that may require special review
- ■ Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009
- ■ Proof of ownership is required if it is inconsistent with the assessors records.
- ■ Reduced plans or electronic files in PDF format are required.
- ■ Per State Fire Marshall, all new bathrooms must be ADA compliant.

Inspections Division

Date: 07/09/15

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

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- ☐ The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- ☐ Location and dimensions of parking areas and driveways, street spaces and building frontage.
- ☐ Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

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