



Commercial Interior & Change of Use Permit Application Checklist

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
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- N/A Complete electrical and plumbing layout. **PLUMBER & ELECTRICIAN WILL PULL PERMITS**
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- N/A Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IECC 2009
- N/A Proof of ownership is required if it is inconsistent with the assessors records.
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- N/A Per State Fire Marshall, all new bathrooms must be ADA compliant.

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

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