# Commercial Interior & Change of U
# Permit Application Checklist

**All of the following information is required and must be submitted. Checking off each item as y application package will ensure your package is complete and will help to expedite the permittir**

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 08/04/15

**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.

- [x] Cross sections w/framing details
- [x] Detail of any new walls or permanent partitions
- [x] Floor plans and elevations
- [ ] Window and door schedules
- [ ] Complete electrical and plumbing layout.
- [ ] Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, 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.
- [x] Reduced plans or electronic files in PDF format are required.
- [ ] Per State Fire Marshall, all new bathrooms must be ADA compliant.

**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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