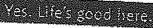


Jeff Levine, AICP, Director Planning & Urban Development Department



Tammy Munson, Director Inspections Division

Commercial Interior & Change of Use Permit Application Checklist

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:		
	Not	re: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design
N/A	V	Cross sections w/framing details
	V	Detail of any new walls or permanent partitions
	\checkmark	Floor plans and clevations
	1	Window and door schedules
	$\boxed{4}$	Complete electrical and plumbing layout.
N/A		Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment,
		HVAC equipment or other types of work that may require special review
V/A		Insulation R-factors of walls, collings, floors & U-factors of windows as per the IEEC 2009
		Proof of ownership is required if it is inconsistent with the assessors records.
	V	Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
:	\checkmark	Per State Fire Marshall, all new bathrooms must be ADA compliant.
		atute 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:		
VA		The shape and dimension of the lot, footprint of the existing and proposed structure and the
		distance from the actual property lines.
VA[Location and dimensions of parking areas and driveways, street spaces and building frontage.
VA [Dimensional floor plan of existing space and dimensional floor plan of proposed space.
A	Min	or Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively

within a 3-year period)