



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:

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 *A1 Notes + Details (Sheet S1)*
- Detail of any new walls or permanent partitions *A1 (Sheet S1) and A2 (Sheet S2)*
- Floor plans and elevations *A2 (Sheet S2) and A3 (Sheet FS-1)*
- Window and door schedules *N/A*
- Complete electrical and plumbing layout. *E1 (Sheet E1)*
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review *M1 (Sheet M1)*
- N/A* Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEBC 2009
- 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

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:

- N/A* 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.
- N/A* 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)