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: 11/14/14

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

No Addition at all

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