

Commercial Plans

Submittal Checklist

Office Use	Applicant
	Building Permit Application must be completely filled out, including: Contractor's name, phone number, and address Owner's name, address and phone number Specify a contact person: name and phone number Project address The estimated value of the project (include all materials and labor)
	Title Page: must contain all of the following information: Building Occupancy classification(s) Building Construction Type Building square footage (gross and each individual occupancy classification) Building height. Occupant Load. Sprinklered/Unsprinklered Allowable building area Area increases used
	Site Plan/Civil Drawings: 4 sets Recommended scale: 1/8" = 1'- 0" Lot dimensions Building footprint with all projections & dimensions to all property lines and/or other building North arrow Easements All parking Location of handicapped parking spaces with access aisles, curb ramps, and other ramps on site Handicapped access to the buildings from the public way Location of any and all retaining walls (which require separate permits)
	Foundation Plan: 4 sets Recommended scale: 1/8" = 1' - 0" Footings, foundation, piers, and grade beams Post and girder intersections Fireplaces masonry or gas
	Floor Plan: 4 sets Recommended scale 1/4" = 1'- 0" Full architectural plans, fully dimensioned and labeled Exit Plan for each level

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	<p>Exterior Elevations: 4 sets Recommended scale: $\frac{1}{4}'' = 1' - 0''$ Identify finish materials to be used</p> <p>Structural and Architectural Details: 4 sets (to include all applicable from following) Recommended scale: $\frac{3}{4}'' = 1' - 0''$ Roof, to include eaves, overhangs, rake and gables Floor changes (i.e. slab-to-wood frame) Handrails, guardrails, and support details Structural framing details Fire wall, fire barrier and fire partition details Suspended ceiling plan with support details Structural section with details at foundation, floor and roof levels Typical cross section in each direction Special inspections required</p> <p>Manufacturer's Specifications for Prefabricated Trusses: 4 sets</p> <p>Trusses Comments:</p>
	<p>Accessibility: Clearly show all accessible features on the construction documents per the current International Building Code, and ANSI A-117.1</p>

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NOTES REGARDING COMMERCIAL SUBMITTAL:

For remodeling and tenant improvement, the area of improvement shall comply with the access requirements for new construction. An accessible route of travel will be required to the remodeled/improved area.

Change of use or new ownership may be subject to site plan review.

Additional Information: