

# Commercial Plans

## Submittal Checklist

Office Use	Applicant	
_____	_____	<b>Building Permit Application must be completely filled out, including:</b>
_____	_____	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)
_____	_____	<b>Title Page: must contain all of the following information:</b>
_____	_____	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
_____	_____	<b>Site Plan/Civil Drawings: 4 sets</b>
_____	_____	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)
_____	_____	<b>Foundation Plan: 4 sets</b>
_____	_____	Recommended scale: 1/8" = 1' - 0"
_____	_____	Footings, foundation, piers, and grade beams
_____	_____	Post and girder intersections
_____	_____	Fireplaces masonry or gas
_____	_____	<b>Floor Plan: 4 sets</b>
_____	_____	Recommended scale 1/4" = 1' - 0"
_____	_____	Full architectural plans, fully dimensioned and labeled
_____	_____	Exit Plan for each level

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_____	<p><b>Exterior Elevations: 4 sets</b>  Recommended scale: 1/4" = 1' - 0"  Identify finish materials to be used</p>
_____	<p><b>Structural and Architectural Details: 4 sets (to include all applicable from following)</b>  Recommended scale: 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><b>Manufacturer's Specifications for Prefabricated Trusses: 4 sets</b></p> <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>
_____	<p><b>Accessibility:</b> 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: