

Application Checklist for Commercial Building Permit

This checklist must be completed and attached to the building permit application. Mark each applicable item to indicate that the information is provided with the Application for Building Permit. If an item does not apply, note with the “n/a” symbol. This is a list of the requirements for a Building Permit.

Forms and Documents

- Complete application form with payment of fee(s) or receipt and signature
- Two (2) identical sets of plans drawn with sufficient clarity on a scale of (1/4”=1 foot)
- Plans are stamped “For Construction.”
- Drawings have been signed and sealed by a registered architect if building or structure is three stories or more high (Architect must be legally registered under the laws of this state.)
- Mechanical, Electrical and Plumbing drawings have been signed and sealed by a registered engineer if building is over 5000 square feet (Engineer must be legally registered under the laws of this state.)
- Water and Sewer Questionnaire and supporting documents are provided.

Set of plans include:

- Plot Plan
- Foundation Plan
- Floor Plan
- Mechanical Plan
- Electrical Plan
- Plumbing Plan
- Cross-section Views
- Elevation Views
- Wall Section View (foundation to roof)
- Type of Construction
- Occupancy Classification
- Occupancy Load
- Building Area
- New Addition

Set of plans include (continued)

- Building Codes
- Seismic Design Category information
- Wind borne debris protection information
- Fixture permits for shelving above 6FT

Mechanical Drawings include:

- Occupancy Load and Ventilation rates
- Fire rated walls and rating are shown
- Heat load calculations

Electrical Drawings include:

- Separate permit for each electric meter
- Tenant separation is shown
- Legal address for each tenant space shown

Plumbing Drawings include:

- Fixture Schedule

Name of Applicant Signature