



COMMERCIAL PLANS CHECKLIST

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, phone number, e-mail and fax 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 / Un-Sprinklered
- Allowable building area
- Area increases used

SITE PLAN

- Recommended scale: $\frac{1}{8}'' = 1' - 0''$.
- Lot dimensions.
- Building footprint with all projections & dimensions to all property lines and/or other buildings.
- North arrow.
- Easements.
- All parking.
- Show location of handicapped parking spaces with their access aisles and curb ramps, as well as any other ramps on the site.
- Handicapped access to the buildings from the public way.
- Location of any and all retaining walls (which require separate permits).

FOUNDATION PLAN WITH WET SEAL & SIGNATURE BY DESIGN PROFESSIONAL ON EACH PAGE

- Recommended scale: $\frac{1}{4}'' = 1' - 0''$
- Structural foundation details.
- Footings, foundations, piers, and grade beams.
- Post and girder intersections.
- Fireplaces – masonry or gas.

FLOOR PLANS MUST INCLUDE

- Recommended scale: $\frac{1}{4}'' = 1' - 0''$.
- Full architectural plans, fully dimensioned and labeled.
- Exit plan for each level detailing exit path and distance to the exit discharge.