

Application Checklist for Commercial Building Permit

This checklist must be completed and attached to the building permit application.

Each of the following are required for a Building Permit:

Forms and Documents

- _____ Complete signed application form
- _____ Water and Sewer questionnaire and supporting documents
- _____ One (1) copy of the most recently recorded plat with the courthouse stamp showing the date the plat was recorded

Mark each item below to indicate that the information is provided. If an item does not apply, note with the “n/a” symbol.

- _____ Payment for required Plan Review Fee
- _____ Plans are stamped “For Construction”
- _____ Two (2) identical sets of plans drawn to scale (1/4”=1foot) with sufficient clarity
- _____ Drawings are signed and sealed by a registered architect if required (Architect must be legally registered under the laws of this state.)
- _____ Mechanical, Electrical and Plumbing drawings are signed and sealed by a registered architect or engineer if building is over 5000 square feet (Architect or engineer must be legally registered under the laws of this state.)
- _____ Statement of Special Inspections and Schedule of Special Inspection Services

Set of plans include:

- _____ Plot Plan
- _____ Foundation Plan
- _____ Floor Plan
- _____ Mechanical Plan
- _____ Electrical Plan
- _____ Plumbing Plan
- _____ Cross-section Views
- _____ Elevation Views
- _____ Wall Section View from foundation to roof

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