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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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_____	_____	Exterior Elevations: 4 sets
_____	_____	Recommended scale: 1/4" = 1' - 0"
_____	_____	Identify finish materials to be used
_____	_____	Structural and Architectural Details: 4 sets (to include all applicable from following)
_____	_____	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
_____	_____	Manufacturer's Specifications for Prefabricated Trusses: 4 sets
		Trusses Comments:
_____	_____	HVAC Details: 4 sets
_____	_____	Location of HVAC equipment
_____	_____	Duct location and layout for supply and return air
_____	_____	Smoke/fire damper locations
_____	_____	CFMs of all HVAC units
_____	_____	Gas line drawing, including input rating in BTU's of all equipment
_____	_____	Plumbing Layout (to include all supply and drainage piping)
_____	_____	Show all water heaters
_____	_____	Sewer connection location
_____	_____	Grease, oil, sand interceptors and sizing calculations
_____	_____	Location and type of back-flow prevention devices
_____	_____	Electrical Plan:
_____	_____	Panel size(s) and location(s)
_____	_____	Outlet layout

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: