

Commercial New Building Application Checklist

- Completed and signed Building Permit Application with estimated cost of construction
- Building Permit Fee based on construction cost
- Plan Review Fee based on construction cost
- Refer to Building Permit Fee Schedule for costs
- Admin. Fee - \$ 45.00
- Construction Drawings – four sets, two sets signed and sealed by Architect or Engineer
 - Architectural
 - Structural
 - Electrical
 - Plumbing
 - Mechanical
- Plot Plans – two sets
- Truss Diagrams – two sets
- Soil Reports – two sets
- Structural Calculations – two sets
- Energy Calculations – two sets
- Specification manual (if applicable)
- Completed Zoning Compliance Application
- Soil Erosion permit (if Applicable) – Engineering Department
- Address Request Form (if applicable) – Engineering Department
- Request for water and sewer changes (if separate water tap) Engineering Department
- Statement of Special Inspection from Architect or Contractors stating what needs special inspection (i.e., welding, high-strength bolts, special materials, soil, concrete, etc.)
- Council approval and/or Zoning Grant if required



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