



## Items Needed to Accompany Commercial Building Permit Application

### Required Items:

(plans must be 1/4" scale)

- MEP's
- Plans
  - 1 hard copy, 1 PDF
- Engineering Checklist
  - Must be submitted along with application (not required for interior alterations)
- Site Plan
- Footing & Foundation Details
- Floor Plans (all levels)
- Elevations
- Structural
- Landscape Plan
- Pictures of Site
  - Prior to NEW construction – colored & labeled
  - From street towards lot (from entrance of site), and from lot (all directions)

Estimated Cost:

\$ \_\_\_\_\_

All applications must have ALL information completed and all plans submitted at the same time.  
**Partial plans and or applications will not be accepted.**