

**BUILDING INSPECTIONS DIVISION
COMMERCIAL PERMIT APPLICATION AND SUBMITTAL CHECKLIST
(Multifamily (3 or more units) construction & commercial buildings only)**

PROPERTY INFORMATION: *(Please PRINT or TYPE)*

Project Address: _____ Zoning Designation: _____

Subdivision Name: _____ Block: _____ Lot: _____

Description of Project: _____
(i.e. New office, new business, new restaurant, ect.)

Purposed Use of the Project: _____

Building Square Footage Area: _____ Type of Construction: _____ Occ. Class: _____

Is the project within the Downtown Overlay District? Yes No

Is the project within the Fire District? Yes No

OWNER/CONTRACTOR INFORMATION: *(Please PRINT or TYPE)*

General Contractor: _____ Phone:(_____) - _____ FAX:(_____) - _____

Email Address (for project correspondence only): _____

Contact Name: _____

Property Owner Name: _____ Phone:(_____) - _____

Estimated Project Cost: \$ _____

SUBMITTAL CHECKLIST

All applicable items below must be submitted on FOUR (4) sets of construction plans to make 10 business day permitting time possible. (This allows all departments to begin plan review immediately upon receipt. A minimum of TWO (2) sets will be required, but may not allow the TEN (10) day permit time window.)

TEN (10) day permit is not guaranteed, but should be accomplished if all submittals as laid out below are submitted and the project is not extraordinarily large.

Complete the following:

- Application for a commercial building permit (see above).
- Four (4) sets of construction drawings/plans, one (1) of which shall be no larger than 11" by 17", in compliance with the following City/State laws:

DESIGN MUST COMPLY WITH ALL APPLICABLE ADOPTED CODES:

2018 International Building Code
2018 International Plumbing Code
2018 International Mechanical Code
2018 International Gas Code
2018 International Fire Prevention Code

2018 International Energy Code
2018 NEC
Current City Zoning Ordinance
Current City Subdivision Ordinance
Current City Flood Plain and Drainage Laws

SITE PLAN:

- Is property zoned for intended use?
- Is property subdivided or has a letter of exemption been processed?
- Title Block with the following information:
 - Name of Project
 - Physical Address and Property Legal Description (Lot #, Block #, Subdivision Name)
 - Sheet Title and Sheet Number
 - Date, and revision date (when applicable)
 - Scale
- North Arrow
- Site Data Table showing the following information:
 - Lot area
 - Building(s) square footage, per use and total
 - Impervious/Pervious area
 - Landscape area
 - Lot coverage percentage
- Building layout
- Setback requirements (by plat, zoning ordinance and site triangle)
- Location of solid fence on the rear and dividing zoning districts
- Parking Data Table showing the following information:
 - Number of parking spaces required and provided, per use and total
 - Number of handicap parking spaces required and provided, to include van accessible handicap parking spaces
- Parking lot layout with angle, and width and length dimensions
- Loading area for all retail, commercial and industrial structures in excess of 3,000 square feet
- Kindergarten, day schools and child training and care establishments
- Trash receptacle location
- Freestanding signs (location/height – if applicable). New signs require a sign permit
- Clear zones for driveways/site triangle
- 5-foot sidewalk required along each street frontage
- Drainage plan with:
 - Gradient elevations
 - Flow rates
 - Retention/detention areas
 - Guttering or sloping details
- Storm water pollution prevention plan (SWP3) a.k.a. Erosion Control Plan

LANDSCAPE PLAN:

- Title Block with the following information:
 - Name of project
 - Physical address and property legal description (Lot #, Block #, Subdivision Name)
 - Sheet title and sheet number
 - Date, and revision date (if applicable)
 - Scale
 - North Arrow
 - Landscape data table showing the following information:
 - Landscape area required and provided
 - Total number of trees required and provided
 - Name, species and size (height and caliper) of trees and other landscape materials
 - Required landscaping (10% commercial/industrial, 15% multifamily, landscape islands on parking lots with 20 or more parking spaces)
 - Proposed trees to be planted. Trees shall not be in utility easements or near power lines
 - Existing trees to remain indicating caliper and any protected trees
 - Water sources
 - Protected trees (trees measuring +24 inches in circumference or with a +8 inch caliper) to be removed require a tree removal permit
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FLOOR PLAN AND ELEVATIONS:

- Engineering required on buildings 5,000 square feet or more
 - On all A, I, or E occupancies, engineer's or architect's see required – (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center))
 - All areas/rooms denoted or labeled
 - All pertinent dimensions shown
 - Roof overhang dimensions on all elevations
 - All door and window sizes shown or referenced to schedules
 - All accessory details and drawings
 - Wall section details
 - Framing details (roof and walls)
 - Engineered metal building drawing (if applicable) elevations shall be labeled as north, south, east, and west elevations
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ACCESSORY DOCUMENTS:

- Energy Conservation Report (Com. Check)
 - Registration letter from T.D.L.R. for A.D.A. project registration
 - Asbestos survey and TDOH clearance letter (if work is to be done in existing commercial buildings)
 - Flood elevation certificate if project is located in flood plain, except if in flood zone "C". Completed flood elevation certificates are required before construction noting proposal finished, flood elevation, and once construction is completed noting the actual finished floor elevations
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IF RETAIL FOOD ESTABLISHMENT ALSO NEED:

- Type of finish floor surface
 - Type of wall surface
 - Type of food contact surface
 - Kitchen equipment layout including storage areas
 - Location of 3-compartment sink
 - Location of mop sink
 - Location of employee hand lavatories
 - Paper towel and soap dispenser(s) above all employee hand sinks
 - Self-closing device on all bathroom doors
 - In-direct drain connections for 3-compartment and ice machine
 - Hot and cold water supply to ALL sinks
 - Location of outside trash dumpster
 - Sneeze guard protection (if applicable)
 - Food protection during display
 - Location of storage area
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FOUNDATION PLAN:

- Dimensions and detail for construction
 - Engineer's seal required
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ELECTRICAL PLAN:

- Provide electrical fixture plan
 - Provide electrical panel schedule
 - Engineer's seal required if building is >5,000 square feet
 - Energy conservation report on air conditioned areas
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MECHANICAL PLAN:

- A/C duct layout
 - A/C equipment schedule size designation
 - Details on dampers if required
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PLUMBING PLAN:

- Layout of all fixtures
 - Schematic of drain / waste system layout
 - Engineer's seal required if building is >5,000 square feet
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FIRE PROTECTION:

- Designation of all firewalls or partitions
- Fire rating designation on doors and windows assemblies in fire rated walls or partitions
- Fire alarm layout (if required)
- Fire suppression system layout (if applicable – sprinklers, stand pipes, aerosol systems, CO2 systems, etc.)
- Fire department accessibility

- ❖ **A \$60 re-inspection fee is due prior to any re-inspection being conducted.**
- ❖ **Alterations, changes, and/or deviations from any plans submitted to and approved by the City shall be re-submitted to and approved by the City prior to the commencement of any such work.**
- ❖ **Construction work (including sub-trades) requiring City permits that is initiated without such permits shall be subject to a permit fee twice the normal permit fee and the possibility of citations to the municipal court and/or the revocation of his/her City registration.**

I attest the foregoing is a true and correct description of the improvement proposed and that I will have full authority over the construction of the same. I also hereby warrant that I am the legal owner of the property or that I am acting as a legal agent of the property owner.

Authorized

Agent/Owner _____
Signature

Date: _____