



Commercial Building Check List

*In order for plans to be accepted for review, **ALL** of the following must be provided when submitting plans.

- Approval from Planning Department
- Water and Sewer Taps
- Cover Sheet that includes all of the following:
 - Type of Construction
 - Square Footage
 - Type of Occupancy
 - Applicable Codes
 - Occupant Load
 - Type of Sprinkler System (if any)
- 24 x 36 paper drawn to 1/4 inch=1-foot scale **OR** 1/8 inch=1-foot scale
- Dimensioned Floor Plan
- Framing Details Sheet
- Electrical Details Sheet
- Plumbing Fixture Plan
- ADA Details Sheet
- Foundation Plan
- Exterior Elevations