



## **REQUIRED SUBMITTALS FOR CLASS 1 STRUCTURES** *Commercial, Multi-Family, or Industrial Building Permit* **Department of Municipal Development**

- 1. State Plan Release Sheet**
- 2. Three (3) sets of plans to be used for the following:**
  - Municipal Development
  - Fire Department
  - Official Job Site – *This set will be stamped by the Department with approvals and must be maintained at construction site with revisions until the structure receives a Final Inspection by Code Enforcement.*
- 3. Minimum requirements each plan must include:**
  - Title Page with location map, address, any other pertinent information, and the official seal and signature of an architect or engineer.
  - Site Plan with property boundary survey by a licensed surveyor.
  - Landscaping Plan
  - Foundation Plan
  - Floor Plan(s)
  - Framing and/or Structural Details
  - Elevation Details of all exterior sides
  - Cross Section Detail(s) showing footing through roof and indicating details (e.g. typical wall section, fire wall details, any special conditions, etc)
  - Elevator and Stair Tower Details
  - Door Finish Details and Window Elevation Plans
  - HVAC and/or Mechanical Plan
  - Plumbing Plan
  - Electrical Plan
  - Notes and additional information
  - *Sprinkler Plan may be submitted separately*
- 4. Additional information to include on title page or separate sheet:**
  - Governing Code List
  - Use Group
  - Construction Type
  - Building Area(s) Gross Square Footage:
    - By Use Group
    - Of Excluded Areas (e.g. restrooms, vestibules, etc)
  - Occupancy Load Calculations
- 5. One (1) set of the following construction documents:**
  - Specifications
  - Project Manual
- 6. One (1) signed Plan Authentication Agreement**

**Your blueprints have to be reviewed and stamped before you can obtain a permit. The review time is usually no longer than seventy-two (72) working hours. The official set of plans, as stamped by the Department, must be maintained at the construction site until the structure receives a Final Inspection by Code Enforcement. The construction area can not be occupied until an Occupancy Permit is issued.**