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Office of Community Development

## Commercial Building Permit Checklist

All plans shall include the following:

- ◇ One (1) complete set of working drawings and (1) PDF.
- ◇ Two scaled site/plot plan on 8.5"x11" paper.
- ◇ Owner's name, subdivision name, plat, lot number, and street name(s) that front on any side of the property.
- ◇ Any easements on the lot including the Public Utilities Easement (10').
- ◇ The grade of the building signed stamp with provided information on plans.
- ◇ Accurate setbacks on each side of the building from the nearest property line to the closest point of the structure.
- ◇ Elevations to scale with dimensions shown from the top of foundation to the highest peak of the roof.
- ◇ Architectural review committee approval signature/ architectural committee release form.
- ◇ Both sets of plans with engineer requirements must be wet stamped.
- ◇ Footing and foundation detail showing steel requirements.
- ◇ Shear wall definitions, locations and connections.
- ◇ Hold down definitions and locations.
- ◇ Roof design with truss engineering and layout showing location of point loads and connection requirements (complete packet from the truss manufacturer).
- ◇ Meter base location and amperage of service along with breaker panel location.
- ◇ Post and beam sizes and locations.
- ◇ One set of fire sprinkler plans when required.
- ◇ Gas piping diagrams showing BTU's for each appliance; and footage only.

- ◇ MEC check or equivalent (Model Energy Code).
- ◇ \$500.00 Plan Check fee due at submittal.
- ◇ Landscape bond estimate (from your engineer/landscape architect) for all landscaping included on approved site/landscape plan submitted to city for approval.
- ◇ Posted bond for landscaping in the amount equal to 20% of bond estimate, to be kept by the city for 1 year to guarantee landscaping lives.
- ◇ Stormwater pollution prevention plan (SWPPP) – See details on website

Regulations:

- ◇ Plans will only include what will actually be built (options shown are not approved).
- ◇ 'Reversed plans' will not be accepted.
- ◇ Height may not exceed the height as submitted on the approved elevations. measured to the highest peak from the top of the foundation on the elevation on the high side of the lot.
- ◇ The grade of the building (finished grade at the highest point touching the foundation may not exceed 12% slope from the top back of curb; exposed foundation may not be taller than 24 inches- see attached handout with this application).
- ◇ Elevations must show the actual grade of the lot where the home is being built. If our grading plan shows a drop or rise in elevation on the lot you have submitted a plan for and the elevation drawing does not reflect this change of grade, then the plans will be rejected.
- ◇ Must meet retaining wall requirements.
- ◇ Plans cannot be simply photo-copied from previous plans from previous lots due to topography; soils; etc.
- ◇ Environmental fence installed on property lines contiguous with open space, park or trail.

Date \_\_\_\_\_

Signed \_\_\_\_\_