

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

This checklist is for new construction, additions, and remodels

- ☐ Non-Residential Energy Code forms: ☼ Lighting ☼ Mechanical ☼ Envelope
- ☐ Plans with North arrow and scaled, no smaller than 1/4" = 1 foot:
 - ☐ **Title Page/Cover Sheet:**
 1. Project identification
 2. Project address, legal description, location map, tax parcel number(s)
 3. All design professionals identified including addresses and phone numbers
 4. Name, address, & phone number of person responsible for project coordination
 5. Design criteria, including occupancy group, construction type, allowed floor area vs. proposed, occupant loads, height and number of stories, deferred submittals, etc.
 6. Designate compliance with all applicable codes
 - ☐ **A site plan showing:**
 1. Legal description and parcel number (or tax number),
 2. Property lines and dimensions
 3. Setbacks from front, sides and rear in accordance with pinned boundary line survey
 4. On-site parking and driveway with dimensions
 5. Street names and any easements or vacations
 6. Location and diameter of existing trees
 7. Utility lines
 8. If applicable, existing or proposed septic system location
 9. Delineated critical areas boundaries and buffers
 - ☐ **Foundation plan:**
 1. Footings and foundation walls
 2. Post and beam sizes and spans
 3. Floor joist size and layout
 4. Holdowns
 5. Foundation venting
 - ☐ **Floor plan:**
 1. Room use and dimensions
 2. Braced wall panel locations
 3. Smoke detector locations
 4. Attic access
 5. Plumbing and mechanical fixtures
 6. Occupancy separation between dwelling and garage (if applicable)
 7. Window, skylight, and door locations, including escape windows and safety glazing
 - ☐ **Wall section:**
 1. Footing size, reinforcement, depth below grade
 2. Foundation wall, height, width, reinforcement, anchor bolts, and washers
 3. Floor joist size and spacing
 4. Wall stud size and spacing
 5. Header size and spans
 6. Wall sheathing, weather resistant barrier, and siding material
 7. Sheet rock and insulation
 8. Rafters, ceiling joists, trusses, with blocking and positive connections
 9. Ceiling height
 10. Roof sheathing, roofing material, roof pitch, attic ventilation
- ☐ Exterior elevations with existing slope of the land in relation to all proposed structures
- ☐ If architecturally designed, one set of plans must have an original signature
- ☐ If engineered, one set of plans must have one original signature
- ☐ Remodels/Additions: Provide copy of ORCAA approved Demolition notification if required by ORCAA. www.orcaa.org *If area disturbed is 48 square feet or more.