COMMERCIAL PLAN SUBMITTAL CHECKLIST
(72 hours - minimum 3 days approval period)

BUILDING DEPARTMENT

☐ STATE FIRE MARSHALL REVIEW LETTER.

☐ TWO COMPLETE SETS OF STAMPED PLANS WHICH INCLUDE THE FOLLOWING:

☐ SURVEY (With spot elevations or contours)*
☐ SITE PLAN INCLUDING PARKING PLAN
☐ LANDSCAPE PLAN – IRRIGATION IF INCLUDED
☐ GRADING, DRAINAGE,
☐ PAVING PLANS
☐ FLOOR PLANS
☐ ELECTRICAL PLANS
☐ HVAC PLANS
☐ ELEVATIONS (Buildings)
☐ DETAIL DRAWINGS
☐ PLUMBING PLANS

(Characteristic: Restaurants, Food Services – Require State Health Dept. Approval)

☐ DUMPSTER LOCATION

☐ LOT CLEARING PERMIT (If necessary)

☐ COPY OF THE FLOOD ELEVATION CERTIFICATE
(Characteristic: Before & after construction)

☐ EXTERIOR SIGNAGE LOCATIONS

☐ BUILDING PERMIT FEE

☐ BUILDING PERMIT

PLANNING DEPARTMENT REVIEW

☐ SITE PLAN

☐ LANDSCAPE PLAN

*Not needed for renovation jobs