



Community Development Department  
Plan Review  
Commercial Building Permit

Date: \_\_\_\_\_  
Completed by: \_\_\_\_\_

Project Name: \_\_\_\_\_

Plan Review # \_\_\_\_\_

**Building Clerks Completeness Review**

- Application form
- Written scope of work
- Four sets of sealed plans (24'x36')
  - Cover sheet with index
  - Signed civil plans
  - Architectural drawings, including an architectural site plan
  - Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details
  - Landscape plans
  - Roof truss and/or floor truss shop drawings
  - Roof construction details
  - Electrical service and wiring for exterior walls and required means of egress lightings
- Soils investigation report
- Applicable special inspections statement, if required by section 1704 OBC
- Fabricator information, if needed
- Building energy compliance documents
- Additional information, if needed
  - Kitchen drawings (including hood)
  - Hood suppression
  - Seismic information
  - Other deferred submittals

General Information

- Permit fees are due at time of submittal
- Commercial plan review fees are charged per hour and will be due at the time of pick up

**Chief Building Official Completeness Review**

- Complete, send to commercial plan reviewer
- Incomplete, send back to applicant

Comments

Signature \_\_\_\_\_

Date \_\_\_\_\_