

Date: _____
Completed by: _____



Community Development Commercial Building Permit Plan Review

Project Name: _____

Plan Review # _____

Building Clerks Completeness Review

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

Chief Building Official Completeness Review

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

Comments

Signature _____

Date _____

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

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