



COMMERCIAL BUILDING PROJECT

SUBMITTAL CHECKLIST

All drawings must be drawn on a minimum twenty-four inch by thirty-six inch (24" x 36") sheet size and to scale.

- Completed application.
- Professional Services Contract - \$1500 Deposit
- Three (3) copies of construction drawings and accompanying documents stamped by a registered design professional. *The building official is authorized to require additional construction documents to be prepared by a registered design professional.*
 - Foundation plan
 - Floor plan
 - Exterior elevations
 - Exterior wall envelope
 - Means of egress
 - Stair information
 - Code analysis
- Two (2) copies of Schedule of Special Inspections *(may be included on drawings)*
- Two (2) copies of Geotechnical Report *(if required)*
- Site Plan showing the following:
 - Location of proposed and existing structures, fire hydrants and easements
 - Distances from proposed and existing structures to lot lines and north arrow
 - Established street grades and finished grades as applicable.
- ITD/Road District approval *(if required)*
- Fire protection system *(if required)*
- ComCheck/Energy Code Compliance of 2018 IECC
- Drainage plan and calculations
- Landscape plan
- Parking and loading plan
- Structural drawings and calculations
- Two (2) sets of specifications