



## **COMMERCIAL SUBMITTAL: DOCUMENTATION CHECKLIST**

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### **The Following Documentation must be submitted when applying for a permit:**

- Has the project received Land Use approval ( Yes / No )
- Completed Building Permit Application
- Copy of Contractors State License
- Copy of DuPont Business License
- Initial Plan Review Fee
- Copy of Sewer Service Permit (For new construction only)
- Water Availability
- Three (3)** Sets of Plans for Review to include the following:

### **Site Plan** (Scale, 1" = 20')

- Property Lines, Building (s), Adjacent Streets
- Square Footage of the Proposed Building & Lot Area
- Location of all Light Poles
- Location of Fire Hydrants
- Location of Refuse Enclosure
- Impervious Area

### **Architectural Plans**

- Stamped and Signed by a Licensed Architect or Engineer
- Floor Plan including Door and Window Locations
- Building Elevation Views
- Energy Code Compliance

### **Civil Plans**

- Grading Plan
- Drainage Plan
- Utility Plan
- Storm Water Plan
- Erosion Control Plan
- Privately Maintained Storm Drainage Agreement
- Approved Landscaping Plan

### **Structural Plans**

- Stamped and Signed by a Licensed Engineer
- Lumber Dimensions, Species, Grade, Spans and Spacing
- Cross Sections
- Complete Framing Plans
- Structural Calculations (Stamped by a Licensed Engineer)

### **The Following are Required for subsequent Permits: (Two Sets of Plans)**

- Mechanical Plans
- Plumbing Plans
- Fire Sprinkler Plans
- Fire Alarm Plans