

COMMERCIAL SUBMITTAL CHECKLIST

PLANS	FEES	DOCUMENTS
NEW CONSTRUCTION		
3 SETS OF BUILDING PLANS w/CD 3 COPIES OF A STAMPED SITE PLAN <i>OVER 5,000SF REQUIRES ARCHITECT STAMP.</i>	~SEE FEE SCHEDULE~ Add'l fees *impact fees may apply- Contact Planning & Zoning *Erosion fees may apply- Contact Engineering	CONTRACTOR BUSINESS & STATE LICENSES COM CHECK/COMPLIANCE CERTIFICATION WATER/SEWER/SEPTIC ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
INTERIOR RENOVATION OR INTERIOR DEMO		
3 COPIES OF BUILDING PLANS w/CD <i>OVER 5,000SF REQUIRES ARCHITECT STAMP.</i>	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS & STATE LICENSES ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
ADDITIONS/ACCESSORY STRUCTURES		
3 COPIES OF A SITE PLAN TO SCALE SHOWING STRUCTURE w/CD 3 COPIES OF CONSTRUCTION DRAWINGS w/CD <i>OVER 5,000SF REQUIRES ARCHITECT STAMP.</i>	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS AND STATE LICENSES ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
CONSTRUCTION/TEMP TRAILERS		
3 COPIES OF A SITE PLAN TO SCALE w/CD - LOCATION OF TRAILER, STAIRS OR RAMP, SEWER, ELECTRIC AND PLUMBING HOOK UP IF APPLICABLE	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS & STATE LICENSES ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
COMPLETE/PARTIAL DEMOLITION		
3 COPIES OF A SITE PLAN TO SCALE w/CD SHOWING LIMITS OF DISTURBANCE	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS LICENSE ASBESTOS LETTER