

## **Minimum Building Plan Submission for Commercial Construction (for interior and/or exterior work)**

If a building is not a one- or two-family dwelling, it is commercial.

Prior to building, altering or changing the use of a building, permits must be obtained. In addition, an [Accessibility Compliance Form](#) and [Asbestos Affidavit Form](#) must be completed and submitted with the application. Also, if you are a tenant, you must have a letter from the owner authorizing the project.

All commercial building plans must include:

1. The existing and proposed "construction type" as defined in the building [code](#).
2. The existing and proposed "use group" as defined in the building [code](#).
3. Whether or not the building is sprinklered.
4. Whether or not the building has a fire alarm.
5. The year the building was built, if existing.
6. The name, address, phone number and occupation of the person who prepared the plans.
7. Architectural, mechanical, electrical, plumbing and structural plans as required to fully understand the construction and its impact on the building. All plans must be signed and sealed by the responsible Architect, Engineer or Tradesman.
8. A code analysis may be required on difficult plans.

**Number ( ) of sets of plan to be submitted for a [building permit](#)/[trade permit](#):**

Interior work *only* ----- (3) sets

Exterior work involved ----- (4) sets w/ one copy of the **plat** on  
(includes placing mechanical top of *each* set  
units, e.g., A/C units, outside)

new commercial building ----- (4) sets w/ one copy of the **plat** on