



New Commercial Requirements

All permit applications must be submitted through the Building Permit Submittal Portal. [SUBMIT APPLICATION HERE](#)

- One complete set of digital plans at time of permit submittal
- One corrected digital set of plans submitted following plan review for permit build
- Code analysis sheet including the following items:
 - Finished and unfinished square feet
 - Correct address
 - Parcel number
 - Construction type
 - Occupancy type
 - If sprinklered
- One structural packet, digital in a separate PDF
- Energy envelope
 - Interior and exterior lighting and mechanical compliance checks
 - Signed and dated
- Geo tech report
- Complete Building Permit Application
 - All contractor information and license number
 - Correct address and parcel number
 - Signed