



## 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