

COUNTER CHECKLIST FOR COMMERCIAL TENANT IMPROVEMENTS

Part 1 – APPLICATION		Part 2 – PLANS & PAPERWORK	
	Project Name / Name of Plaza or Center		<i>All four sets of plans shall be securely stapled. All four sets must be complete and match</i>
	Date		4 Sets of signed, Sealed Plans
	Permit # and C Number		4 Copies Manual N, Energy Codes & Load Calculations
	Property Address (must have complete address obtained from GIS)		
	Section, Block, and Lot		Form for Windload Calculations
	Bay or Unit Number		ADDRESS SHEET FROM MIS/GIS
	Owners Name, Address and Telephone #		Sub-Contractor permits ****
	Contractor Name, Address, Tel. #, Fax #, Email address		2 Copies of Certified Recorded N.O.C. ****
	Architect/Eng. Name, Address, Tel #, Fax #		
	Mortgage Lender Name and Address		****Can be turned in at application submittal or before work commenced
	Class of Work		
	Description of Work (detailed) Please indicate if Initial Improvement or Remodel of Existing Tenant Bay		All new Commercial Projects must be approved by Planning and Zoning and Eng. before you can apply for a building permit
	Valuation of Work		
	Square Footage Total & By Occupancy Type		
	Type of Construction		
	Occupancy Group		
	# of Stories		
	Sprinklered/Un-sprinklered Indicated		
	Shell Building Indicated		
	Plan Review Fee Paid/ Application Received by		
	Water/Sewer type and Provider indicated		
	Insurance/Workers Comp (if using state lic.)		
	Notarized Signature of Contractor/HOB		
	Contr. Comp Card #, State lic. #, Exp. Date		

This Checklist is for Building Department Use Only
Additional Documents may be required, no general exceptions allowed. Any exceptions must be approved by a Supervisor