



Building Department CHECKLIST FOR COMMERCIAL BUILDING PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Zoning ID #P- (if applicable)
- Tract/other
- Project/plaza name
- S.L.W.
- Site address
- Name of business
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Description of work
- Fire sprinklers
- Number of stories and units
- Elevator
- Special conditions
- Occupancy group
- Total sq. footage of building
- Health department number
- Specify tenant improvement
- City water
- Change of occupancy
- Shell permit
- City sewer
- Class of work
- Septic tank
- Utilities
- Property use
- Is this for a new business or existing business?
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Prior to submittal, Compliance Review Approval must be obtained on all submittal components, including but not limited to new buildings, clubhouses, site lighting, amenities, etc. For more information regarding the Compliance Review Approval process please visit <https://fusion.cityofpsl.com/>
- Original Digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) file for Electrical, (1) file for Mechanical, (1) file for Plumbing, uploaded to the Online Contractor Portal
- Product Approval Affidavit Form
- Manual N, energy codes and load calculations, if applicable
- Wind load calculation form, if applicable
- Site-plan approved by the Planning and Zoning Department (original stamped document)
- Design Professional Affidavit (if express permit)
- Sub-contractor of record permit applications
- Address sheet from Addressing Division
- Health Department Permit, if applicable
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.