COMMERCIAL PERMIT WALK THROUGH
PLAN SUBMITTAL REQUIREMENTS

- Two completed sets of construction plans, scaled and dimensioned, signed/sealed by a licensed design professional with certification and title block on each page

- Architectural plans or cover page shall include the project's scope of work and code analysis; floor plans showing the space being altered and all means of egress to the identified floor exits, elevations, sections and details, as appropriate; room/door/window schedules, and partition schedules with fire ratings and test numbers, as appropriate

- Electrical drawings to include riser diagram, panel/light schedules and power/light plans. Indicate all new and existing work.

- Structural drawings to include structural floor plans, sections and details, as appropriate; general structural specifications and loading criteria; and computations as appropriate. Indicate all new and existing work.

- Mechanical drawings to show the location of all existing supply and return registers (if the system and ductwork are existing), indicate as such; and completed duct layout with all main branch sizes, register sizes and CFM at each register (if ductwork is new). In addition, provide the equipment schedule for all new equipment.

- The maximum acceptable drawing size is 36”x48”.

- Include a bid sheet showing the project’s cost with labor and materials for all disciplines – building, mechanical, electrical, plumbing, etc.