COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

CITY OF ASHLAND - BUILDING DIVISION

Location: **Applicant:**

Yes	No	N/A	
			General Information:
			Project name and location
			Design professional, architect and /or engineer(s) name and phone #
			Three (3) sets of plans
			Names, addresses and phone #'s of all owners and contractors w/ license #
			Valuation (labor, materials, overhead & profit whether paid for or not)
			Total square footage of impervious surfaces
			Gross square footage
			Demolished structures information
			Remodels: Total # of plumbing fixtures being removed, relocated or added
			Any conditions imposed as part of an approved planning action shall be shown
			Structural design loads shown on plans (snow load, wind & exposure)
			Code Analysis
			Plot plan
			Show all proposed and existing buildings
			Direction indicator (show north)
			Easement location, public & private. All maintenance agreements for common areas.
			Distances to property lines and buildings
			Location of storm drains, sanitary sewer, water service connection and electric service panel
			Foundation Plan
			Elevation of footing and foundation details (including hold downs and their locations)
			Floor Plan
			Show each floor and use of all rooms and other areas
			If remodel / addition show existing floor plan.
			Framing cross section & details
			Show coverings for all surfaces (roofing, ceilings interior, exterior and projections)
			Elevations
			Show all sides of building
			Roof Plan
			Engineered Trusses (Deferred)
			Electrical Plan
			One line drawings
			Mechanical Plan
			Mechanical Valuation (labor, materials, overhead & profit whether paid for or not)
			Show all heating, ventilation and A/C equipment and location of each
			Gas line schematic diagram w/ BTU requirements of each fixture (appliance)
			Plumbing Plan
			Show riser diagram with all pipe sizes for DWV system and water system
			Show back flow devices
			Drainage System
			Show spot elevations to determine direction of runoff to storm sewer
			Landscape System
			Include sprinkler and low voltage electrical
			Energy Forms
			Building Shell - Sec. 3 (Frame type, Insulation, Windows, Doors & skylights)
			HVAC System - Sec. 4
			Lighting System - Sec. 5
			Excavation Permit Requirements
			Location of Retaining walls and corresponding engineering
			Topography of Site
			Easements/Rights of Way - Label for roads and utility locations
			PW Permit City Engineer Signature
			Electric Utility distribution plan w/stamp
			Preliminary Plat
			Engineering grading plan (show elevations for cuts and fills with total cubic yardage)
			Soils report

Signiture of applicant submitting plans **Inspector** **Date**

* This list does not constitute a plan review.