



COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

CITY OF ASHLAND - BUILDING DIVISION

Location: _____

Applicant: _____

Yes No N/A

General Information:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project name and location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design professional, architect and /or engineer(s) name and phone #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) sets of plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Names, addresses and phone #'s of all owners and contractors w/ license #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total square footage of impervious surfaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gross square footage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demolished structures information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remodels: Total # of plumbing fixtures being removed, relocated or added
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any conditions imposed as part of an approved planning action shall be shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural design loads shown on plans (snow load, wind & exposure)

Plot plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all proposed and existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Direction indicator (show north)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easement location, public & private. All maintenance agreements for common areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distances to property lines and buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of storm drains, sanitary sewer, water service connection and electric service panel

Foundation Plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevation of footing and foundation details (including hold downs and their locations)
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Floor Plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show each floor and use of all rooms and other areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If remodel / addition show existing floor plan.

Framing cross section & details

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show coverings for all surfaces (roofing, ceilings interior, exterior and projections)
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Elevations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all sides of building
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Roof Plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineered Trusses (Deferred)
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Electrical Plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One line drawings
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Mechanical Plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all heating, ventilation and A/C equipment and location of each
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas line schematic diagram w/ BTU requirements of each fixture (appliance)

Plumbing Plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show riser diagram with all pipe sizes for DWV system and water system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show back flow devices

Drainage System

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show spot elevations to determine direction of runoff to storm sewer
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Landscape System

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include sprinkler and low voltage electrical
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Energy Forms

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Shell - Sec. 3 (Frame type, Insulation, Windows, Doors & skylights)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HVAC System - Sec. 4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting System - Sec. 5

Excavation Permit Requirements

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of Retaining walls and corresponding engineering
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography of Site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements/Rights of Way - Label for roads and utility locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PW Permit City Engineer Signature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric Utility distribution plan w/stamp
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Plat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering grading plan (show elevations for cuts and fills with total cubic yardage)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils report

Signature of applicant submitting plans

Inspector

Date

* This list does not constitute a plan review.

