



<u>Req'd</u>	PRELIMINARY INTAKE CHECK LIST
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1 Commercial Building Permit Application (e-mail in advance)
<input type="checkbox"/>	1 Commercial Mechanical Permit Application (e-mail in advance)
1Set of Building Plans (full size) legible at 1/8th scale to include:	
<input type="checkbox"/>	<ul style="list-style-type: none">• Fire/Life/Safety/Building Code Summary
<input type="checkbox"/>	<ul style="list-style-type: none">• Site Plan
<input type="checkbox"/>	<ul style="list-style-type: none">• Civil
<input type="checkbox"/>	<ul style="list-style-type: none">• Landscaping
<input type="checkbox"/>	<ul style="list-style-type: none">• Architectural
<input type="checkbox"/>	<ul style="list-style-type: none">• Foundation
<input type="checkbox"/>	<ul style="list-style-type: none">• Floor Plans
<input type="checkbox"/>	<ul style="list-style-type: none">• Sections
<input type="checkbox"/>	<ul style="list-style-type: none">• Structural
<input type="checkbox"/>	<ul style="list-style-type: none">• Mechanical
<input type="checkbox"/>	<ul style="list-style-type: none">• Electrical
<input type="checkbox"/>	<ul style="list-style-type: none">• Plumbing
Supporting documentation to include:	
<input type="checkbox"/>	Commercial SDC Form (e-mail in advance)
<input type="checkbox"/>	1 copy of Structural Calculations
<input type="checkbox"/>	1 copy of Specifications
<input type="checkbox"/>	1 copy of Geotechnical report (e-mail in advance)
<input type="checkbox"/>	1 copy of Storm Drainage Report (includes BES water quality management and sample O&M agreement) (e-mail in advance)
<input type="checkbox"/>	1 copies of Energy Code Summary
<input type="checkbox"/>	1 copies of Life Safety – Completeness Checklist
<input type="checkbox"/>	P&Z Certificate of Compliance Form
<input type="checkbox"/>	Fire & Life Safety Summary
<input type="checkbox"/>	Site specific seismic hazard study

- **PLAN SETS CANNOT EXCEED 25#s PER VOLUME**
- **GROUND IMPROVEMENTS/SHORING DESIGN CANNOT BE DEFERRED SUBMITALL ITEMS**
- **MECHANICAL AND PLUMBING MUST BE SUBMITTED WITH PLANS AS THOSE REVIEWS ARE DONE AT THIS TIME.**