## PRELIMINARY INTAKE CHECK LIST

<table>
<thead>
<tr>
<th>Req'd</th>
<th>1 Commercial Building Permit Application (e-mail in advance)</th>
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<tbody>
<tr>
<td>Req'd</td>
<td>1 Commercial Mechanical Permit Application (e-mail in advance)</td>
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1 Set of Building Plans (full size) legible at 1/8\textsuperscript{th} scale to include:

- Fire/Life/Safety/Building Code Summary
- Site Plan
- Civil
- Landscaping
- Architectural
- Foundation
- Floor Plans
- Sections
- Structural
- Mechanical
- Electrical
- Plumbing

### Supporting documentation to include:

- Commercial SDC Form (e-mail in advance)
- 1 copy of Structural Calculations
- 1 copy of Specifications
- 1 copy of Geotechnical report (e-mail in advance)
- 1 copy of Storm Drainage Report (includes BES water quality management and sample O&M agreement) (e-mail in advance)
- 1 copies of Energy Code Summary
- 1 copies of Life Safety – Completeness Checklist
- P&Z Certificate of Compliance Form
- Fire & Life Safety Summary
- Site specific seismic hazard study

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