

# COMMERCIAL SUBMITTAL CHECKLIST

PLANS	FEES	DOCUMENTS
<b>NEW CONSTRUCTION</b>		
3 SETS OF BUILDING PLANS <b>w/CD</b>  3 COPIES OF A STAMPED SITE PLAN  <i>OVER 5,000SF REQUIRES ARCHITECT STAMP.</i>	~SEE FEE SCHEDULE~  <b>Add'l fees</b> *impact fees may apply- Contact Planning & Zoning *Erosion fees may apply- Contact Engineering	CONTRACTOR BUSINESS & STATE LICENSES  COM CHECK/COMPLIANCE CERTIFICATION  WATER/SEWER/SEPTIC  ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
<b>INTERIOR RENOVATION OR INTERIOR DEMO</b>		
3 COPIES OF BUILDING PLANS <b>w/CD</b>  <i>OVER 5,000SF REQUIRES ARCHITECT STAMP.</i>	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS & STATE LICENSES  ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
<b>ADDITIONS/ACCESSORY STRUCTURES</b>		
3 COPIES OF A SITE PLAN TO SCALE SHOWING STRUCTURE <b>w/CD</b>  3 COPIES OF CONSTRUCTION DRAWINGS <b>w/CD</b>  <i>OVER 5,000SF REQUIRES ARCHITECT STAMP.</i>	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS AND STATE LICENSES  ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
<b>CONSTRUCTION/TEMP TRAILERS</b>		
3 COPIES OF A SITE PLAN TO SCALE <b>w/CD</b> - LOCATION OF TRAILER, STAIRS OR RAMP, SEWER, ELECTRIC AND PLUMBING HOOK UP IF APPLICABLE	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS & STATE LICENSES  ALL APPLICABLE SUBCONTRACTOR AFFIDAVITS
<b>COMPLETE/PARTIAL DEMOLITION</b>		
3 COPIES OF A SITE PLAN TO SCALE <b>w/CD</b> SHOWING LIMITS OF DISTURBANCE	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS LICENSE  ASBESTOS LETTER