



# COMMERCIAL ADDITION

## SUBMITTAL CHECKLIST

### PLANS

Site Plan

- Size and shape of parcel including easements of any kind, all lot dimensions and parcel orientation, including north arrow
- Locations, dimensions and height of all existing and proposed buildings and structures, including garages, carports, fences, decks, patio covers and other accessory structures. Include dimensions from each other and from all property lines.
- Existing and proposed driveways including width, curbs, sidewalks and streets. Indicate placement and species of required street trees. Indicate center line of street(s) and label streets as public or private.
- Location and height of walls and fences. Indicate construction material(s).
- Stormwater infiltration or connection to existing system.
- Trees to be retained, removed and/or planted per approved tree plan.

Structural Plans

Architectural Plans

*If they are not deferred, the plans below:*

Electrical Plans

Mechanical Plans

Plumbing Plans

### DOCUMENTS

Signed Application Form

Structural Calculations

Geotechnical Report (*Current*)

Envelope Energy Compliance Form

*If they are not deferred, the documents below:*

Lighting Energy Compliance Form

Mechanical Energy Compliance Form

### LINKS TO ADDITIONAL INFORMATION

Be sure and follow the [file naming standards](#) and leave a blank area on the plans for the [approval stamp](#). Follow our [Design standards](#) when creating plans and provide all applicable tabs on the [Energy compliance forms](#) including the checklists.