



Commercial Move-On Submittal Requirements

When submitting, you will need the following information:

1. Building Address
2. Owner and Applicant Information Contact Persons and Phone/email
3. Legal Description
4. Type of Permit (Commercial Building / Move-on)
5. Estimated Cost and Square Feet
6. Height and Stories of Building
7. Scope of Work

Plan Requirements

Please upload a single combined multipage PDF vector file with sheet references as bookmarks that contains:

1. Scaled Floor Plan:
 - A. Show all existing and proposed walls, door swings and windows and their sizes.
 - B. Label use of all rooms, show all plumbing fixtures and provide stair details (if applicable)
 - C. Show accessible features handicap requirements) including ramps and restrooms.
 - D. Show seating and/or equipment arrangements if applicable.
2. Scaled Site Plan: (North arrow required)
 - A. Location and dimension, in feet, of all property lines, right-of-way lines, and public and private easements
 - B. Location and dimension, in feet, of all structures, drives, parking (including handicap provisions), landscaping, screening and lighting (both existing and proposed).
3. Footing and Foundation Plan with details or Anchoring Plan
4. Exterior Elevations: Drawings shall depict accurate material/appearance of the structure.

Submittal Fees