

Building and Planning Department
New Commercial Building

Process

Submit Site Plan

- Provide dimensions of lot, structure, and setbacks drawn to scale. Indicate all streets and alleys adjacent to property. Identify any easements on the property
- Provide a legal description of property (lot #, block #, addition and address)
- Approval from Planning and Zoning and Engineering Department

Information Required

- Soil Evaluation Report
- Provide 3 Complete Sets of Plans and Specifications; including ComCheck, 4 sets if the new building is a restaurant or has a food preparation destination.
 - Drawn to scale
 - Accurately dimensioned
 - Identify use of each room
 - Provide door, window and hardware schedule; must meet accessible standards
 - Drawing layouts for electrical, plumbing, and mechanical. (electrical shall include anticipated loads and a riser diagram)
 - Buildings with structural members having a clear span greater than 24 feet shall have a professional engineer to design all structural roofs, supporting members down to and including the foundation.
 - Buildings with 5,000 sq ft or greater shall have a professional engineer design the foundation, structural, mechanical, plumbing and electrical.
 - Buildings in excess of 20,000 sq ft shall require a licensed architect.
 - Plan check process takes approximately 15 working days

Staff Contact

Bryan Ellis, Building Official
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