

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  
Building Official  
512-556-6831