

# Permit Procedure for Commercial Construction Projects

## **I. Plan Submittal**

Please submit the following to the Building Code Official:

- A Commercial Building Permit application prepared in its entirety and stamped by a State Registered Design Professional.
- Construction documents in the form of plans and specifications prepared and stamped by a State Registered Design Professional.
  - A minimum of two sets are required, however, additional sets may be submitted for approval at the request of the owner or agent.
- A “Statement of Special Inspections” and an acknowledgement of the “Certificate of Compliance” (when applicable) prepared and stamped by a State Registered Design Professional.
- Zoning, Development Permits, Grading, Storm Water Management, Sewage Flow (EDU allocation), and any Highway Occupancy (as approved by the State) must be approved by the Zoning and Engineering Departments prior to Building Permit approval as applicable.
  - Plumbing plans must be submitted to United Code Consultants for approval.
  - Electrical plans must be submitted to for United Code Consultants for approval.
  - Elevator plans must be submitted to the State Department of Labor and Industry for approval.
  - Health Department approval is first required for “Health Care Facilities”.

## **II. Plan Review**

The Construction documents will be reviewed in order to verify compliance with the following codes:

- International Building Code
- Accessibility provisions
- International Fire Code
- International Mechanical Code
- International Fuel Gas Code
- International Energy Conservation Code

## **II. Approvals**

A Building Permit may be issued once the following are approved, received and/or verified (when applicable):

- The Construction Documents/Building Plans that have been “Approved” by the Building Code Official
- Planning and Zoning Department approval
- Engineering Department approval (i.e. Grading, Storm Water Management, Flood Hazard Area, EDU allocation, H.O.P)
- Approved Electric Plans
- Approved Plumbing Plans
- Labor and Industry Approved Elevator Permit
- Department of Transportation Highway Occupancy Permit
- Sewer Tap Permit
- A Certificate of Workman’s Compensation Insurance from the general contractor’s insurance company
- Restoration Bonds and Fees
- Conservation District approval
- Public Works approval for road or storm sewer/utility access

## **II. Inspections**

- a.)** It is the permit holder’s responsibility to schedule inspections and obtain a “Certificate of Occupancy”
- b.)** Please have the “approved plans” on site for reference during inspections.
- c.)** Provide any proposed changes to the Building Inspection Department for review/approval prior to construction.
- d.)** Please provide 24 hour notice for inspections and have the permit number available. All Inspections may be schedule by contacting the Building Inspector.

**NOTE:** - Special Inspections must be coordinated through the “approved” Special Inspection agency and Design Professionals.

## **II. Inspections (Con't)**

The permit holder shall notify the Building Department when the following work is ready for inspection:

- ❖ Footer, prior to concrete
- ❖ Foundation, prior to framing
- ❖ Under-Slab Inspection, prior to pouring of concrete
- ❖ Framing / Structural, after rough plumbing & electrical have been approved
- ❖ Mechanical, once all ducting and other components are sealed and complete
- ❖ Fire Protection systems
- ❖ Insulation
- ❖ Fire Walls / Fire Partitions / Smoke Barriers, Etc.
- ❖ Fire Protection and Alarm testing
- ❖ Final Building Inspection: To be performed after all items pertaining to the building permit issued have been completed. These items include, but are not limited to:

A. General Building:

- Interior and Exterior Finish
- Egress
- Final Grading
- Site Plan Compliance
- Roofing Materials / Flashing

B. Electrical Work

C. Plumbing Work

D. Accessibility (including Site)

E. Fire Protection Systems including:

- Hood extinguishing (Ansul) and ventilation (Duct) system inspections

F. Mechanical Work

G. Energy Conservation

The Building Code Official will issue a Certificate of Occupancy once it is verified that the construction complies with all applicable Codes and that the building can be occupied safely.