

## **Steps to obtain a Building Permit for Commercial Building Remodel**

1. Fill out building permit application. (Your project may need State Approval and/or be designed by a licensed Architect or Engineer. See Q&A.)
2. Submit a framing plan. A framing plan shall be to scale and include
  - a. Floor Plan
    - i. Size and location of all doors and windows
    - ii. Dimension of rooms and their use
    - iii. Structural information such as size of beams, headers, bracing details and columns
    - iv. Details for construction of bathrooms, ramps, stairs, ext.
  - b. Foundation plan (If any)
3. Provide structural calculations showing that the new construction is designed to resist all loads being placed on it. (If the building is over 50,000 cubic feet these calculations shall be signed and sealed by an Architect or Engineer.)
4. Provide Energy Code calculations (if altering the building envelope) (Typically Com Check)
5. Drop off information and pay for the permit. Your information will be reviewed and if the inspector has questions or needs more information you will be contacted. Once all information is approved we will mail your permit or if you would rather you can pick it up. Once the permit is received you may start work on your project.
6. Please be sure to look at your permit and note the required inspections. We ask that you call at least one day in advance to request an inspection. Failure to call for an inspection may cause delays in your project and you may be subject to fines.

(The applicant can also make an appointment with an inspector if there are any questions or further explanation needed.)