

**Department of Public Works
Building Safety Code Division
Permit Checklists**

COMMERCIAL

- Application
- Affidavit
- Cost Breakdown
- Two(2) Minimum 11x17 Plans with Structural Load Calculations. Must be in compliance with IBC 2018 & 2010 ADA Guidelines
- One(1) PDF Copy of Plan
- Business License
- Lease/Rental Agreement
- Zoning Permit/Clearance

RESIDENTIAL

- Application
- Affidavit
- Cost Breakdown
- Two(2) Minimum 11x17 Plans with Structural Load Calculations. Must be in compliance with IBC 2018 & 2010 ADA Guidelines
- One(1) PDF copy of Plan
- Lease/Rental Agreement
- Zoning Permit/Clearance

GOVERNMENT

- Application
- Affidavit
- Cost Breakdown
- Two(2) Minimum 11x17 Plans with Structural Load Calculations. Must be in compliance with IBC 2018 & 2010 ADA Guidelines
- One(1) PDF Copy of Plan
- Business License
- Lease/Rental Agreement
- Zoning Permit/Clearance

SPECIAL PERMIT

- Application
- Affidavit
- Cost Breakdown
- Two(2) Minimum 11x17 Plans. Must be in compliance with IBC 2018 & 2010 ADA Guidelines
- One(1) PDF copy of Plan
- Property Map
- Zoning Permit/Clearance

DEMOLITION

- Application
- Affidavit
- Zoning Permit/Clearance
- Two(2) Minimum 11x17 Plans with Site Development Plan

- One(1) PDF copy of Plan

ANNUAL CERTIFICATE OF COMPLIANCE

- Application
- Affidavit
- Business License
- Lease/Rental Agreement
- Copy of Expired COC
- Floor Layout w/measurements
- Fire Permit
- Site Map
- Zoning Permit/Clearance