



Commercial Building Permit Checklist

New Building: start at step 1

Tenant Build-Out/Interior Finish: start at step 2

Step 1: Development Review (Planning)

* **New Construction Building projects must have gone through DRC one time before submitting for Building Plan Review.**

Step 2: Code Enforcement Plan Review – must be completed before obtaining Building Permit for ALL projects

- Food Service Establishments** - Approval from Environmental Health
- Completed transmittal form
- Commercial Building Permit Application and signed checklist
- Digital submittal of plans for Plan Review through BSA on-line portal
- Plan review fee

Step 3: Building Permit

- Proof of approved & unexpired Site Plan
- Approved Soil Erosion & Sediment Plan
- Final Plat
- Site Plan approved by the Planning Department (parking & landscape)
- County Engineer approved or DOT driveway permits
- Street and/or Utility Bonds if required

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- Commercial Building Permit Application and signed checklist
(if any information changed from original submittal)
 - Approved building plans
 - Septic tank permit letter from Environmental Health
or
Receipt from Water Resources Department for sewer hookup fees
 - Receipt from Water Resources Department for water fees
 - Food Service Establishments** - Approval Letter from Environmental Health
 - Copy of General Contractor's business license, state license, and driver's license
 - Building permit fee
 - Subcontractor permits required to be pulled before that work is started - \$70 each
 - electric, HVAC, gas, plumbing – copy of business license, state license, driver's license

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner / Agent _____ Date _____