

Documents Required for Permit Application

COMMERCIAL

Type of Project	Type of Permit: Online Submittal	Documents Required
Addition	Commercial: Addition	<ul style="list-style-type: none"> ▪ Building Plans (stamped) ▪ Waste Water Classification Survey* (Only if the tenant is new) ▪ Water & Sewer Tap Application* (Only for an upgrade) ▪ Fixture Count Form* (Stamped) ▪ Soils Report ▪ Commercial Checklist*
Core and Shell	Commercial: Core and Shell	<ul style="list-style-type: none"> ▪ Building Plans (stamped) ▪ Waste Water Classification Survey* (Only if the tenant is new) ▪ Water & Sewer Tap Application* (Only for an upgrade) ▪ Fixture Count Form* (Stamped) ▪ Soils Report ▪ Site Improvement Worksheet* ▪ Commercial Checklist*
Footing / Foundation (New)	Commercial: Footing/Foundation	<ul style="list-style-type: none"> ▪ Building Plans (stamped)
New Commercial Building (If tenant is known)	Commercial: New Building with Tenant	<ul style="list-style-type: none"> ▪ Building Plans (stamped) ▪ Waste Water Classification Survey* (Only if the tenant is new) ▪ Water & Sewer Tap Application* (Only for an upgrade) ▪ Fixture Count Form* (Stamped) ▪ Soils Report ▪ Site Improvement Worksheet* ▪ Commercial Checklist*
Tenant Finish / Minor Commercial Work	Commercial: Tenant Finish or Minor Commercial Work	<ul style="list-style-type: none"> ▪ Building Plans (stamped) ▪ Waste Water Classification Survey* (Only if the tenant is new) ▪ Fixture Count Form* (Stamped) ▪ Commercial Checklist*
<p><i>*To find these forms, select the header Building Safety Information from the online portal or go to the city department webpage Permit Information.</i></p>		