

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

## **A/C - Commercial Alteration**

**Plan Reviews:** Building Review, Electrical Review, Fire Review, Building Review, Mechanical Review, Planning Review, Public Works Review, Structural Review

**Inspections:** Mechanical Rough, Mechanical Final, (Optional Roofing in progress and Final for new roof curb/curb adapter or stand)

**Drawings:** 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

*Drawings included:*

- Site Survey Signed & Sealed Topographic/Boundary Survey in NAVD 1988
- Electrical Plans
- Mechanical Plans which include tie down specifications
- Fire Alarm Drawings (if applicable)
- Fire Sprinkler Drawings (if applicable)
- Smoke Control (if applicable)
- Proposed roof plan including location and height of equipment if located above the main roof line showing setback to the edge of roof

### **Supporting Documents:**

- Structural Calculations for wind loads
- Stand Product Approval with specification on installations with exact choice for method of installation included
- Heating/Cooling Sizing Load Calculations (Required if the AC replaced is not an exact changeout)
- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Details and dimensions of equipment, including screening if applicable
- Detailed section showing the height of the unit measured from B.F.E. and grade when located within a required yard or setback area
- Line of Sight Study of equipment mounted on the roof. Equipment should be in an area that screens it from view at street level. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6' above the sidewalk connecting to a point in the parapet.