

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

Building - Commercial Awnings

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

Inspections: Building Final, Fire Final, Notice Of Commencement – Certificate, Planning Final, Rough (In-Progress), Special Inspector Log

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

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Structural Plans
- Clearance height from Ground Finish Floor (min 7' high)
- Fire Protection Plans (If applicable)
- Site Plan (with property lines, grade elevation as per survey, height of fence and gates, and lineal feet per section, i.e. front, rear, sides)

Supporting Documents:

- Structural Calculations
- Special Inspector form for connections
- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Proposed materials (type and color) - Fabric must be woven canvas material
- Detailed dimensions of structure