

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

Building - Commercial Carport/Trellis/Pergola

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

Inspections: Beams, Building Final, Columns, Fire Final, Foundation, Framing, Notice Of Commencement - Certificate, Planning Final, Slab

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
- Architectural Plans
- Structural Plans
- Clearance height from Ground Finish Floor (min 7' high)
- Electrical Plans
- Plumbing Plans
- Fire Protection Plans (If applicable)
- Tree Protection Plan
- Tree survey
- Signed & Sealed Topographic/Boundary Survey
- Survey: Electronic version of original signed & sealed, dated no more than one year from date of submittal. Survey must provide: BFE, and grade elevation in NGVD or NAVD values, per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Detailed section showing the height from B.F.E. and grade when located within a required yard or setback area, or measured to highest point of structure from main roof line (if located on roof)

Supporting Documents:

- Structural Calculations
- Special inspector form
- Tree Disposition
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Declaration of Restrictive Covenant (if applicable)
- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.

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- 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). Details and dimensions of equipment, including screening if applicable
- 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.
- Proposed materials (type and color)
- Detailed dimensions of structure