

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

Building - Commercial Chickee Huts

Plan Reviews: Building Review, Electrical Review, Fire Review, Plumbing Review, Planning Review, Structural Review

Inspections: Building Final, Plumbing Rough, Plumbing Final, Electrical Rough, Electrical Final, Fire Final, Planning Final

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
- Structural Calculations
- Special inspector form for connections (or piles as needed)
- Show Electrical or plumbing sheets (if outlets, ceiling fans, Sinks, Barbeque Gas Line, or anything similar is installed) whatever applicable with a Permit.
- If a concrete slab or pavers are installed for the flooring in lieu of wood, Structural plans must be submitted with a permit.
- Plumbing Plans
- Tree 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 and dimensioned section including height measured from Grade

Supporting Documents:

- Flame spread documentation
- Tree Disposition
- Tree Protection Plan
- Approved Tree Removal Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Declaration of Restrictive Covenant (if applicable)
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, railings, etc. as may be required