

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

Building - Commercial Deck/Pavers

Plan Reviews: Building Review, Environmental Review, Fire Review, Planning Review, Public Works Review, Structural Review, Urban Forestry Group Review

Inspections: Building Final, Foundation, Notice Of Commencement - Certificate, 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
- Site Plans, showing the location and type of materials used (Can be site survey)
- Structural plans, if concrete is used, for edges or stem walls.
- Life Safety Plans
- Tree survey
- 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

Supporting Documents:

- 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.)
- 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)
- 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.