

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

Building - Commercial Minor Repair (Less than \$5,000)

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

Inspections: Building Final, Fire Final

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

Drawings include:

- Signed & sealed topographic/boundary survey
- Structural Plans (if needed for exact replacements previous approved plans may be used)
- Fire Protection Plans
- Fire Alarm Plans
- Life Safety Plans

Supporting Documents:

- Structural Calculations
- Special Inspector Forms
- Smoke Control (if applicable)
- 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.)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.