

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

## **Mechanical - Commercial Alteration**

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

**Inspections:** Fire Final, Mechanical Final, Mechanical Rough, Roofing Final

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

*Drawings included:*

- Architectural plans
- Structural Plans
- Mechanical plans
- Fire Alarm plans (if applicable)
- Fire Sprinkler plans (if applicable)
- Life Safety Plans
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey).  
Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required
- 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
- Existing floor plan
- Proposed floor plan
- Proposed roof plan showing setbacks to edge of roof and height of equipment

**Supporting Documents:**

- Structural Calculations
- Stand Product Approval with specification on installation
- 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.
- Details and dimensions of equipment