

Commercial Remodels / Tenant Finish Outs

Commercial Remodels:

- Fully complete permit application (clear and legible)
- Owner of building, contractor, phone numbers, square footage, value of job, short description of work.
- List the sub-contractors (Electrician, Plumber, Mechanical) Submit a scope of work.
- Include plumbing work, electrical work, and mechanical work, etc. Show locations on
- Show window & door sizes, location and energy rating
- Show added & removed walls.
- Submit site plan for room additions, porches, accessory building.
- Include lot setback measurements if applicable.
- 1 set of plan drawings. Digital or PDF will be accepted. Smaller than 11X17 will not be accepted. Submit professionally drawn plans (no hand sketches please).

* All remodels must comply with the current adopted code cycle.

* Demolitions may require an asbestos statement.

Tenant Finish Outs:

- Fully complete permit application (clear and legible)
- Owner of building, contractor, phone numbers, square footage, value of job, short description of work.
- List the sub-contractors (Electrician, Plumber, Mechanical) Submit a scope of work.
- Include plumbing work, electrical work, and mechanical work, etc. Show locations on plans.
- Show added & removed walls.
- 1 set of plan drawings. Digital or PDF will be accepted. Smaller than 11X17 will not be accepted. Submit professionally drawn plans (no hand sketches please).
- List proposed use of the space.
- List the name of business.

* All finish outs must comply with the current adopted code cycle.

* Demolitions may require an asbestos statement.