



Commercial or Industrial Application Checklist

New, Renovations and Additions
Multi-Family

- ___ 1. Development Order from the City
- ___ 2. Water and Sewer Application for Health Department septic tank permit, or letter of commitment from the authority providing sewage and water.
- ___ 3. Complete Building Permit Application
- ___ 4. Owner Affidavit
- ___ 5. 2 Complete Sets of Plans to include: **Signed and Sealed**
 - Site plan
 - Foundation plan
 - Floor plan
 - Elevations
 - Wall section foundation through the roof
 - (Drawn to scale)
- ___ 6. Notice of Commencement (Anything over \$2500)
- ___ 7. Energy forms
- ___ 8. Flood Elevation Certificate (if applicable)
- ___ 9. All applicable fees paid