



# Commercial Plans Submittal Checklist

Office Use	Applicant	<p>An Electronic PDF of the sealed plans &amp; Application are Required &amp; Preferred for All Commercial Projects. Send all submittal documents to <a href="mailto:Tommaso.Caporuscio@troymi.gov">Tommaso.Caporuscio@troymi.gov</a> &amp; <a href="mailto:Salim.Huertajr@troymi.gov">Salim.Huertajr@troymi.gov</a> so we may process your project submittal for electronic plan review.</p>
		<p><b>Building Permit Application must be completely filled out, including the Addendum Page:</b></p> <p>Contractor's name, phone number, and address  Owner's name, address and phone number  Specify a contact person: name and phone number  Project address  The estimated value of the project (include all materials and labor)</p> <p><b>Title Page: must contain all of the following information:</b></p> <p>Building Occupancy classification(s)  Building Construction Type  Building square footage (gross and each individual occupancy classification)  Building height.  Occupant Load.  Sprinklered/Un-sprinklered  Allowable building area  Area increases used</p> <p><b>Site Plan/Civil Drawings:</b></p> <p>Recommended scale: 1/8" = 1' - 0"  Lot dimensions  Building footprint with all projections &amp; dimensions to all property lines and/or other buildings.  North arrow  Easements  All parking  Location of handicapped parking spaces with access aisles, curb ramps, and other ramps on site.  Handicapped access to the buildings from the public way  Location of any and all retaining walls (which require separate permits)</p> <p><b>Foundation Plan: 1 Set and 1 Flash Drive</b></p> <p>Recommended scale: 1/8" = 1' - 0"  Footings, foundation, piers, and grade  beams Post and girder intersection.  Fireplaces masonry or gas</p> <p><b>Floor Plan:</b></p> <p>Recommended scale 1/4" = 1' - 0"  Full architectural plans, fully dimensioned and  labeled Exit Plan for each level</p>



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	<p><b>Exterior Elevations:</b>  Recommended scale: ¼" = 1' – 0"  Identify finish materials to be used</p>
	<p><b>Structural and Architectural Details: (to include all applicable from following)</b>  Recommended scale: 1/4" = 1' – 0"  Roof, to include eaves, overhangs, rake and gables  Floor changes (i.e. slab-to-wood frame)  Handrails, guardrails, and support details  Structural framing details  Fire wall, fire barrier and fire partition details  Suspended ceiling plan with support details  Structural section with details at foundation, floor and roof levels  Typical cross section in each direction  Special inspections required</p>
	<p><b>Manufacturer's Specifications for Prefabricated Trusses:</b></p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>
	<p><b>HVAC Details:</b>  Location of HVAC equipment  Duct location and layout for supply and return air  Smoke/fire damper locations  CFMs of all HVAC units  Gas line drawing, including input rating in BTU's of all equipment</p>
	<p><b>Plumbing Layout (to include all supply and drainage piping)</b>  Show all water heaters  Sewer connection location  Grease, oil, sand interceptors and sizing calculations  Location and type of back-flow prevention devices</p>
	<p><b>Electrical Plan:</b>  Panel size(s) and location(s)  Outlet layout  Switching layout  Detail locations of ground fault and arc-fault outlets on the plans</p>



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## NOTES REGARDING COMMERCIAL SUBMITTAL:

For remodeling and tenant improvement, the area of improvement shall comply with the access requirements for new construction. An accessible route of travel will be required to the remodeled/improved area.

Change of use or new ownership may be subject to site plan review.

## Additional Information: