



Permits & Inspections
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PERMITS & INSPECTIONS
Permits & Inspections is a Division of the Department of Planning & Development Services

NEW COMMERCIAL CONSTRUCTION, ADDITIONS & RENOVATIONS

What do I need to provide for a new construction project?

You must submit the following items with your project to the Developments Services Technician for a completeness check:

1. A completed Building Permit Application; and,
2. A completed Commercial Construction Permit Checklist with all applicable requirements checked off and signed.

What are these items and what are they used for?

- **Building Permit Application:** Used to track the applicant project, builder information, property characteristics, land use, utility information, and scope-of-work. It is also used to track required approvals which must occur before a permit is issued.
- **Commercial Construction Permit Checklist:** A tool for the applicant and the City to track project requirements needed to complete a commercial plan review. It addresses: general, site plan, and floor plan requirements; construction drawings/details; and, mechanical, electrical, and plumbing specifications.

What do I need to provide for a commercial addition?

You will need to provide all the items above as they apply to your project.

What do I need to provide for a commercial renovation?

You will still need to provide a completed Building Permit Application and the Commercial Construction Permit Checklist. If you are renovating the interior and not modifying the exterior, or expanding the building footprint then the site plan requirements on the checklist may not be applicable. The remaining items on the checklist must be provided as they apply to your project.

If any of the required items are not provided at the time of submission, the application will be rejected and a review will not commence. Please refer to the Commercial Construction Permit Checklist for specific requirements. For more information or if you have any additional questions please contact us. We are more than happy to assist you in any way that we can.