

Commercial Building Procedure

1. Submit a complete set of construction drawings of proposed building with electrical, HVAC, site and elevation drawn to scale bearing the seal of the architect and/or engineer responsible for the design. Also a copy of health department and fire department approvals.
2. If EPSC plans are required they should be submitted with the construction drawings.
3. A zoning compliance and building permit is required before submitting documents to Code Enforcement.
4. The drawings should be accompanied with a plan review payment. See fee schedule.
5. A construction approval letter will be issued and the inspection permit can be obtained.
6. Additional inspection permits are required for sprinklers, alarms, EPSC, HVAC, etc.
7. It is the permit holder's responsibility to call for the inspection at the appropriate times and insure the work is accessible.
8. A final inspection will be made after all construction is completed and a certificate of occupancy is issued. The structure cannot be occupied without a certificate of occupancy.