



## COMMERCIAL BUILDING PERMIT APPLICATION

### 1. Job Site Information & Location (where the work is taking place)

Job Site Address: \_\_\_\_\_  
 Assessor's Map No: \_\_\_\_\_  
 Tax Lot No: \_\_\_\_\_

### 2. Property Owner: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Owner/Builder?  Yes  No

### 3. Applicant Information (person submitting plans)

Name of Applicant: \_\_\_\_\_  
 Full Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

### 4. Contractor Information (person/company performing the work)

Same as Applicant  
 Name of Contractor: \_\_\_\_\_  
 Full Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 OR CCB # (required): \_\_\_\_\_ Active   
 Master Builder?  Yes  No (certified to complete own inspections)

### 5. Project Description:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated Finished Value:  
 \_\_\_\_\_

Office Use Only
Permit #:

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Family
TYPE OF WORK	
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Change of Use/Occupancy
<input type="checkbox"/> Addition	<input type="checkbox"/> New
<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Interior
<input type="checkbox"/> Sign	<input type="checkbox"/> Other
REQUIRED DATA	
Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
<b>Valuation (\$)</b>	
_____	

Type of Construction:
Occupancy Groups:
Existing:
New:
Number of Stories: _____ Building Height: feet _____ inches: _____
Existing Building Area sq ft:
New Building Area sq ft:
Finished, sq ft: _____ Unfinished sq ft: _____
Type of Mfg/Storage:

NOTICE
<b>ASSOCIATED PERMITS:</b> All residential building permits that will require associated Plumbing, Mechanical, Electrical and/or Fire Sprinkler permits are applied for <b>separately unless this is new construction of a new dwelling.</b>
<b>EXPIRATION OF APPLICATION:</b> This application expires if a permit is not obtained within 180 days after it has been accepted as complete.

*I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.*

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Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT TECHNICIAN:**

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW		YES	NO	N/A
1.	Sequence number of <b>Site Plan Review</b> :  RP# _____ <input type="checkbox"/> Concurrent <input type="checkbox"/> Approved			
2.	Three copies of plot plan and civil drawings drawn to scale which includes the following: North arrow, scale, all property lines including those within the project site, setbacks, and all public and/or private easements, and names of all adjacent streets			
A	Layout of buildings, decks, driveways, sidewalks, parking, and handicap/fire department access			
B	Corner and finished floor elevations and 5 feet elevation contours			
C	Existing public and private utilities located on the property (Storm, Water & Sewer)			
D	Proposed utility location to point of connection/discharge, size, slope, length, and material: including roof, footing and under-floor drains and fire service/hydrants			
E	All Applicable structures and features on the property			
F	Information on street frontages (width of right-of-way, type and width of street, including curbs, gutters, sidewalks and pavement type)			
G	Erosion Control Plan and Permit Application Form			
3.	Two copies of all other drawings, calculations, documents and information – <b>plans drawn to scale</b>			
4.	Proposed use, building type, occupancy classification			
5.	Allowable area according to use classification, actual square footage			
6. A	Engineer or architect stamp on all sheets with expiration date with one original signature			
B	If plans are deferred, a Deferral Form must be included in the submittal package			
7.	Energy compliance forms, or provide prescriptive values			
8.	Foundation plan including footing size, wall height, section, and reinforcing			
9.	Floor plan with rooms identified			
10.	Floor framing plan of each floor (slab, post and beam or joist)			
11.	Ceiling/roof framing plan or truss layout with reactions			
12.	Window sizes and header sizes			
13.	Complete building sections – special features			
14.	Construction details (all structural members, insulation, sheathing, roofing, bracing, etc.)			
15.	Handrail/guardrail/headroom detail for stairs/landings			
16.	Engineering for special condition (truss high walls, shear walls, lateral bracing, load transfer, etc.) shown on plans			
17.	Plumbing layout and fixture count			
18.	Mechanical plan including layout and make/model of equipment			
19.	Exit signs, exit lighting and emergency lighting			
<b>Additional items which may be required:</b>				
1.	<b>Landscape and irrigation plans</b> (New, change of use/occupancy, additions over 40%)			
2.	Hazardous material inventory statement including all MSDS sheets			