

## Permit Check List

- 1. Completed permit application.
- 2. List of drawings on 8-1/2 x 11 sheets attached with the application.
- 3. A copy of all subcontractors' licenses.
- 4. A copy of the prime contractor's business license.
- 5. All drawings must be numbered, dated, and bound.
- 6. PE sealed drawings for structural framing, foundations, or sprinkler work.
- 7. Name, address, and occupation of person preparing drawings if no seal is required.
- 8. Title block with appropriate signatures.
- 9. Special Inspections letter stating which are required by IBC 1704.
- 10. A copy of the prime contractor's license.
- 11. Accessibility Compliance form.
- 12. A drawing indicating the location of the mop sink and the employee toilet facilities including the accessible facilities.
- 13. Calculations for structural, plumbing, mechanical & Electrical
- 14. Temporary bracing letter stating the requirements for bracing during construction.
- 15. A sealed letter stating that the installation complies with the International Energy Conservation Code.
- 16. An Asbestos report or letter for buildings permitted before 1/1/85.
- 17. A list of Hazardous Materials and quantities.
- 18. An egress plan showing occupant loads, travel distances, existing use vs proposed use, number of exits required, etc.
- 19. Plans submitted to Health Department (Date:                    )