



Building Commercial (BC) Accessory Structure

A **Commercial Accessory Structure Permit** is for a new structure that does not touch the existing building. Examples include dumpsters, garages, club houses, outdoor kitchens, play structures, sport court, sheds, and other outdoor amenity structures.

Description - Enter a brief summary of your project such as "Business Name – installation of new..."

Square Feet - Please include the total square footage under the roof.

Valuation - This is the total installation cost to include labor, materials, and site work.

1. [Commercial Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Existing Conditions/Survey**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations. Also include any existing utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**, if applicable.
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**
 - **Elevations**
 - **Life Safety Plan**, if needed.
- **Structural Drawings**
 - **Foundation Plans and Details**
 - **Framing Plans and Details**
 - **Truss Drawings**, if applicable.
- **Mechanical Drawings**, if applicable.
- **Electrical Drawings**, if applicable.
- **Plumbing Drawings**, if applicable.

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit](#):** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

Building Commercial (BC)

Additions and Alterations

A **Commercial Additions and Alterations Permit** is for alterations that will expand a building's existing footprint or alter an exterior wall. This permit also includes any interior remodeling associated with the project.

For alterations to the floorplan within a structure's existing footprint, please apply for a Commercial Remodel Permit instead. To move into an existing suite without any floor plan modifications, please apply for a Commercial New Tenant Occupancy Permit instead.

Description - Enter a brief summary of your project such as "Business/Tenant Name and Suite Number - Building Addition to include..."

Square Feet - Please include the total square footage of all rooms affected by the renovation.

Valuation - This is the total construction cost of both labor and materials.

Required Attachments

1. Commercial Building Permit Application

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**, if applicable (required if the project will expand the structure's existing footprint).
 - **Existing Conditions/Survey**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations. Also include any existing utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**
 - **Elevations**
 - **Life Safety Plan**
- **Structural Drawings**, if applicable (required if the project will alter any exterior walls or load-bearing walls).
 - **Foundation Plans and Details**
 - **Framing Plans and Details**
 - **Truss Drawings**, if applicable.
- **Mechanical Drawings**, if applicable.
- **Electrical Drawings**, if applicable.
- **Plumbing Drawings**, if applicable.

3. Erosion Control and Tree Conservation Agreement

4. Any Applicable Affidavits

- **Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.

- [Authorized Agent Affidavit](#): Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- [Commercial Owner Authorization Affidavit](#): Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

Building Commercial (BC) Communication Tower/Antenna

A **Commercial Communication Tower/Antenna Permit** is for the provision of radio waves or wireless service. This includes roof-mounted antennas, free standing steeples, and structures that conceal antennas as an architectural feature.

Description - Please provide a brief name for this project such as "Company Name - Cell Tower - Location on Property."

Square Feet – N/A.

Valuation - This is the total installation construction cost that includes labor and parts.

Required Attachments

1. [Commercial Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- Antenna Drawings
- Connection Details
- Structural Calculations

3. Reports/Letters: Please provide any structural engineer calculations stating the existing tower can support the new antenna.

4. Any Applicable Affidavits

- **[Contractor Affidavit:](#)** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit:](#)** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit:](#)** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

A **Commercial Construction/Sales Trailer Permit** is for all temporary buildings associated with construction site management or real estate sales.

Description - Enter a brief summary of your project such as “(Development Name) Construction Trailer.”

Square Feet - Please include the total square footage under the roof.

Valuation - This is the total installation cost of the trailer to include labor, materials, and site work.

Required Attachments

1. Commercial Building Permit Application

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Civil Drawings:** Basic Site Plan including all setbacks, buffers and easements clearly labeled.
- **Architectural Drawings:** Floor Plans, Elevations, and Life Safety Plan
- **Structural Drawings:** Foundation Support Details and Hold Down Anchor Requirements

3. Erosion Control and Tree Conservation Agreement

4. Any Applicable Affidavits

- **Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- **Authorized Agent Affidavit:** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **Commercial Owner Authorization Affidavit:** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

Building Commercial (BC) Decks and Covered Porches

A **Commercial Decks and Covered Porches Permit** is for new decks or covered porches, as well as modifications made to existing decks and covered porches. It is not required when replacing a small number of individually rotted planks.

Description - Enter a brief summary of your project such as "Replacement of Covered Patio."

Square Feet - Please include the total square footage of the deck.

Valuation - This is the total construction cost that includes both of the following:

- Materials and labor for the vertical structure
- Materials and labor for the site-related work that is not part of a separate permit (example: pool, retaining wall, accessory structure, fence, etc.).

Required Attachments

1. Commercial Building Permit Application

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Existing Conditions/Survey**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**, if applicable.
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**, if applicable.
 - **Elevations**
- **Structural Drawings**
 - **Footing/Foundation Plans and Details**
 - **Framing Plans and Details**
- **Mechanical Drawings**, if applicable.
- **Electrical Drawings**, if applicable.
- **Plumbing Drawings**, if applicable.

3. Erosion Control and Tree Conservation Agreement

4. Any Applicable Affidavits

- **Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.

- [Authorized Agent Affidavit](#): Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- [Commercial Owner Authorization Affidavit](#): Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

This application is for a **Commercial Generator Permit**.

Description - Enter a brief summary of the make, model, and size of the generator.

Square Feet – Please leave blank.

Valuation - This is the total installation cost that includes labor and parts.

Required Attachments

1. [Commercial Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Site Plans** including all setbacks, buffers and easements clearly labeled. Also include any existing utility services such as water, sewer, septic fields, etc.
- You can use the [Community Development GIS Map](#) to determine a lot's setbacks and buffers. Search for an address on the map and select the correct parcel to display more information.

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit](#):** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

A **Commercial Interior Remodel Permit** is for alterations to the floorplan within a structure's existing footprint.

To move into an existing suite without any floor plan modifications, please apply for a Commercial New Tenant Occupancy Permit instead. For alterations to any exterior walls, please apply for a Commercial Additions and Alterations Permit instead.

Description - Enter a brief summary of your project such as "Business/Tenant Name and Suite Number – Remodel to include..."

Square Feet - Please include the total square footage of all rooms affected by the renovation.

Valuation - This is the total construction cost of both labor and materials.

Required Attachments

1. Commercial Building Permit Application

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Architectural Drawings**
 - **Floor Plans** including existing and proposed floor plans.
 - **Life Safety Plan**
- **Structural Drawings**
 - **Foundation Plans and Details**, if applicable.
 - **Framing Plans and Details**, if applicable.
- **Mechanical Drawings**, if applicable.
- **Electrical Drawings**, if applicable.
- **Plumbing Drawings**, if applicable.

3. Any Applicable Affidavits

- **Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **Authorized Agent Affidavit:** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **Commercial Owner Authorization Affidavit:** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

This application is for a **Commercial New Building Permit**.

Description - Enter a brief summary of your project such as "Address - building description and intended use."

Square Feet - Please include the total square footage under the roof.

Valuation - This is the total installation cost to include labor, materials, and site work.

1. [Commercial Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Existing Conditions/Survey**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations. Also include any existing utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**, if applicable.
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**
 - **Elevations**
 - **Life Safety Plan**
- **Structural Drawings**
 - **Foundation Plans and Details**
 - **Framing Plans and Details**
 - **Truss Drawings**, if applicable.
- **Mechanical Drawings**
- **Electrical Drawings**
- **Plumbing Drawings**

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit](#):** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

Building Commercial (BC) New Tenant Occupancy

A **Commercial New Tenant Occupancy Permit** is for moving into an existing suite without any floorplan changes. If you need to alter the floorplan of the existing suite, please apply for a [Commercial Interior Remodel Permit](#) instead.

Description - Enter a brief summary of your project such as “Address and Suite – New Tenant Name.”

Square Feet - Please enter 0.

Valuation - This is the total valuation of the occupied space.

Required Attachments

1. [Commercial Building Permit Application](#)

2. Construction Drawings: Please provide the **Life Safety Plan**, to include the occupancy type, construction type, occupancy load, and whether or not the suite has fire sprinklers.

3. Any Applicable Affidavits

- [Contractor Affidavit](#): Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- [Authorized Agent Affidavit](#): Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- [Commercial Owner Authorization Affidavit](#): Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

A **Commercial Reconstruction Permit** for restoring a building to its original condition within its existing footprint due to fire damage or natural disaster. The new work must be compliant with current building codes.

Immediate repairs to stabilize the structure, secure the premises, or prevent further damage are acceptable prior to receiving a permit. Permits for emergency repairs must be applied for within 48 hours or the next business day, whichever is sooner.

If the project includes any changes to the original floorplan, it is not considered Reconstruction. Alterations to the floorplan within a structure's existing footprint require a Commercial Interior Remodel Permit, and alterations to any exterior walls require a Commercial Additions and Alterations Permit instead.

Description - Enter a brief summary of your project such as "(Business Name) - Reconstruction from Fire Damage back to Original Condition."

Square Feet - Please include the total square footage under the roof, including the garage and basement.

Valuation - This is the total construction cost that includes both of the following:

Required Attachments

1. Commercial Building Permit Application

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan** if applicable.
 - **Elevations** if applicable.
- **Structural Drawings**
 - **Framing Plans and Details**
 - **Foundation Plans and Details** if applicable.
 - **Truss Drawings** if applicable.
- **Mechanical Drawings**, if applicable.
- **Electrical Drawings**, if applicable.
- **Plumbing Drawings**, if applicable.

3. Erosion Control and Tree Conservation Agreement

4. Any Applicable Affidavits

- **Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **Authorized Agent Affidavit:** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **Commercial Owner Authorization Affidavit:** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

A **Commercial Roofing Permit** is required for all flat roof replacement projects. It is not required to replace shingles on pitched roofs.

If a natural disaster or fire has caused structural damage to the roof, please apply for a Commercial Reconstruction Permit instead.

Description - Enter a brief summary of your project such as "Business Name - New Roof"

Square Feet – N/A.

Valuation - This is the total construction cost that includes the cost of construction materials and labor.

Required Attachments

1. Commercial Building Permit Application

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- Plan view showing the extent of the flat roof with location of:
 - Primary Roof Drains
 - Overflow Scuppers and/or Secondary Drainage Systems

3. Manufacturer's Specifications: Include manufacturer's specifications and installation instructions for all flat roof components.

4. Any Applicable Affidavits

- **Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **Authorized Agent Affidavit:** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **Commercial Owner Authorization Affidavit:** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

A **Commercial Solar Panel Permit** is required for the installation of any solar panels on commercial property.

Description - Please provide a brief name for this project such as "Address - Solar Panel Array on Roof."

Square Feet - N/A.

Valuation - This is the total installation construction cost that includes labor and parts.

Required Attachments

1. [Commercial Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- Site Plan showing solar array location
- Manufacturer's Specifications and Installation Instructions
- Structural Details

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit:](#)** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit:](#)** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit:](#)** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

Building Commercial (BC) Townhouse (4 stories or more)

This application is for a **Townhouse (4 stories or more) Permit**. If the townhouses will be less than 4 stories, please apply for a Residential Townhouse (3 stories or less) Permit instead.

Description - Enter a brief summary of your project such as "Subdivision Name - New 4-story Townhomes."

Square Feet - Please include the total square footage under the roof, including the garage and basement.

Valuation - This is the total installation cost to include labor, materials, and site work.

Required Attachments

1. Commercial Building Permit Application

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address, land disturbance permit (LDP) number, and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled. Also include any existing utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**, if applicable.
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Landscape Plan**
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**
 - **Elevations**
- **Structural Drawings**
 - **Foundation Plans and Details**
 - **Framing Plans and Details**
 - **Truss Drawings**, if applicable.

3. Erosion Control and Tree Conservation Agreement

4. Any Applicable Affidavits

- **Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **Authorized Agent Affidavit:** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **Commercial Owner Authorization Affidavit:** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.