



## Plans Submittal Check List and Acknowledgment

### Small Commercial Building

Date: \_\_\_\_\_ Job Address: \_\_\_\_\_

File Number: \_\_\_\_\_ Description: \_\_\_\_\_

Items required to be submitted for plan check:

Item	Number Required	Item	Number Required
1. Completed Application	1	11. Structural Calcs	2
2. Plot Plan	5	12. Truss Package	2
3. Foundation Plan	5	13. Energy Calcs	2
4. Floor Plan	5	14. Electrical Plans	5
5. Framing Plans	5	15. Mechanical Plans	5
6. Roof Plan	5	16. Plumbing Plans	5
7. Building Elevations	5	17. Grading Plans	5
8. Building X-Sections	5	18. Soils Report	2
9. Foundation Details	5	19. Copy of Signed Contract	1
10. Structural Details	5	20. Plan Check Fee	1

By signing below, I acknowledge that all required documents as described above are included in the submittal and I am aware that the omittance of any of the above described items may result in a delay of the plan check turn around time, rejection of the submitted plans or additional plan check fees. Furthermore, I am aware that my plans will expire 180 days from the date of submittal unless a permit has been issued or a request for extension has been granted. I am also aware the estimated turn around time for this initial plan check is 30 working days and further resubmittals will be processed in 15 working days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please Provide:

Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Owner Fax: \_\_\_\_\_