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**Ryan Pruett**  
 Director

**REQUIRED ITEMS FOR BUILDING PERMIT REVIEWS**

**COMMERCIAL CONSTRUCTION – ALTERATIONS**

- **PLAN REVIEW FEE applies to all commercial construction.**

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

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

**COMMERCIAL ALTERATIONS**

ITEM	X
<b>A. COMPLETED PERMIT APPLICATION</b>	X
<b>B. TWO [2] COPIES OF FLOORPLAN DRAWN TO SCALE (IF APPLICABLE)</b> i. Provide structural evaluation/calculations addressing code compliance. ii. If plans are required to be submitted provide Life Safety Plan to include path of travel through to exit discharge and Code Summary <b>CODE SUMMARY</b> 1. Occupancy 2. Separated use or non-separated use (Include key plan of tenant spaces for entire building to include occupancy type <b>if applicable</b> ) 3. Type of construction 4. Square footage (of each building/ tenant space) 5. Allowable area calculation 6. Minimum plumbing fixture analysis 7. Sprinklers / Yes or No 8. Fire alarms / Yes or No 9. Emergency lighting / Yes or No 10. Number of exits required 11. Exits provided 12. Number of floors in the building 13. Floor number on which work is being performed 14. List Governing Codes	
<b>C. PROVIDE SCOPE OF WORK LETTER INCLUDING DETAILS OF WORK AREA, CHANGES TO BE MADE, UPDATED FIXTURE COUNTS</b>	
<b>D. PROVIDE: PLUMBING, MECHANICAL, GAS AND ELECTRICAL DETAILS (IF APPLICABLE)</b>	
<b>E. PROVIDE: Digital plan authentication affidavit and approved plans in digital format (PDF)</b>	
<b>F. HAZARDOUS MATERIAL AFFIDAVIT</b>	
<b>G. All [A] assembly, [E] educational, [I] institutional occupancy or buildings over 5,000 sq. Ft. Must be stamped by a licensed architect or engineer</b>	
<b>H. Verification of Columbus Health Department approval required before building permit can be issued (IF APPLICABLE)</b>	
<b>I. BHAR Approval (IF REQUIRED)</b>	
<b>J. Façade Board Approval (IF REQUIRED)</b>	

Received By: \_\_\_\_\_