



**Building Permit Application - NEW COMMERCIAL BUILDING**

Office Use Cost of Construction: \$ \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Chk #: \_\_\_\_\_ Cash: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ HD-A: \_\_\_\_\_ Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

*Print in Ink or Type. Complete all blanks.*

PROPERTY OWNER			
Name:			
Address:			
City:	St. Number	Street Name	State: Zip:
Phone: ( )		Fax: ( )	
Cell Phone / Pager: ( )			

PERMIT APPLICANT			
Name:			
Address:			
City:	St. Number	Street Name	State: Zip:
Phone: ( )		Fax: ( )	
Cell Phone / Pager: ( )			

Address of New Building: \_\_\_\_\_  
Street Number Street Name

Brief Description of Proposed Building: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Cell/Pager: ( ) \_\_\_\_\_

**Building Lot and Structure - Land Use Information**

Area of Lot: \_\_\_\_\_ S.F. ; Front Property Line Dimension: \_\_\_\_\_ Ft. ; Rear Property Line Dimension: \_\_\_\_\_ Ft.  
 Left Side Property Line Dimension: \_\_\_\_\_ Ft. ; Right Side Property Line Dimension: \_\_\_\_\_ Ft

Dimensions of Building(s) & Structure(s) Proposed

	Size*	S.F., of Footprint	#. of Stories	Ht. of Struct.	Basement (Y/N)
Building #1:	_____ x _____	_____	_____	_____	_____
Building #2:	_____ x _____	_____	_____	_____	_____
Other: _____	_____ x _____	_____	_____	_____	_____
Other: _____	_____ x _____	_____	_____	_____	_____
Other: _____	_____ x _____	_____	_____	_____	_____
<b>TOTAL SQUARE FOOTAGE:</b>		<b>SUM = _____ SF</b>			

Describe Use(s) in Building: \_\_\_\_\_

# of Comm. Units \_\_\_\_\_ ; S.F. of ea. Unit(s) \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ , \_\_\_\_\_  
(Net Area, per Unit)

Sum of all Unit Areas \_\_\_\_\_ S.F.

\* If main building is irregular in size, write "irregular" and fill the foundation square foot area under "SF of footprint".

**Building Setback Dimensions** (Indicate the least setback dimension for each.)

Front Setback: \_\_\_\_\_ Ft. ; Rear Setback: \_\_\_\_\_ Ft. ; Left Side Setback: \_\_\_\_\_ Ft. ; Right Side Setback: \_\_\_\_\_ Ft.  
 Closest Dimension to nearest Wetlands (If applicable): \_\_\_\_\_ Ft.  Inland Wetland  Coastal Wetland

*All above information shall be shown on a site plan submitted with this application.*

Every building is different in terms of layout, materials of construction and framing details. Therefore, it is imperative that a full set of construction plans be submitted with this application. The plans must show a dimensioned layout of all rooms and spaces, in enough detail to determine building code compliance with the proposed construction. The following is a list of specific items to be included with the plans and specifications:

- IBC plan review check sheet. (Submit this document for all Type 1 and 2 Building Construction Types.)
- Life Safety Plan, showing all Occupancy Classifications, Occupant Loads and Means of Egress components.
- All interior and exterior stair details showing tread depth, riser height, and guard protection.
- Stair handrail and guardrail details.
- Sections and details showing all construction materials.
- Fire rated assemblies with UL design numbers.
- Accessibility design details.
- Insulation amounts on all exterior walls, ceilings and roofs.
- Structural loads including live, snow, wind and seismic.
- Foundation, floor, and framing plans of each story plus roof.
- Special Inspection Program documents.

Also indicate information on the various additional trades or features listed below:

Sewerage System: City Sewer? Y / N Subsurface? Y / N State Septic Permit Number \_\_\_\_\_  
 City Water? Y / N State Well Permit Number: \_\_\_\_\_  
 Plumbing Contractor: (Separate Permit/Plans Required) \_\_\_\_\_  
 Mechanical Contractor: (Separate Permit/Plans Required) \_\_\_\_\_  
 Electrical Contractor: (Separate Permit/Plans Required) \_\_\_\_\_  
 Fire Sprinkler System?: Y / N (Separate Permit/Plans Required) Contractor \_\_\_\_\_  
 Fire Alarm System?: Y / N (Separate Permit/Plans Required) Contractor \_\_\_\_\_

**Expanded description of work :** \_\_\_\_\_  
 \_\_\_\_\_

**National Flood Insurance Program Data:** Flood Insurance Rate Map (FIRM) Community Number: 330139  
 Map Panel Number: \_\_\_\_\_ FIRM Zone \*: \_\_\_\_\_ Base Flood Elevation (BFE): 9 feet (NGVD)  
 Elevation of lowest floor (including basement): \_\_\_\_\_ feet (NGVD) Elevation Certificate Submitted (Y/N): \_\_\_\_

If building is NOT located in a Special Flood Hazard Area (SFHA) check here: \_\_\_\_

**NOTE:** If the building addition is within the SFHA, an *Elevation Certificate* and a *Floodproofing Certificate* are required to be completed by a licensed design professional.

Plans Submitted: Site \_\_\_\_ Floor \_\_\_\_ Framing \_\_\_\_ Electrical \_\_\_\_ Plumbing \_\_\_\_ Mechanical \_\_\_\_ Rolled \_\_\_\_  
 Other \_\_\_\_\_

**Total Cost of Building Construction \$** \_\_\_\_\_ **Total Occupiable Area:** \_\_\_\_\_ **S.F.**

I certify that the information given is true and correct to the best of my knowledge. **No change from the above information will be made without approval of the Building Inspector.** Construction activities shall not commence until the Building Permit is issued.

I realize that when all necessary approvals have been acquired, a Building Permit may be granted by the Building Inspector to allow construction in conformance with this application and the plans/specifications submitted in support of said construction only.

I further acknowledge that the proposed structure shall not be occupied or otherwise utilized without the issuance of a Building Certificate of Occupancy and only after all necessary inspections have been requested and completed. I am also aware that the disposal of waste generated from this project is my responsibility and not part of the City's Trash/Recycling Program.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 If Not Owner, State Relationship