



Building Permit Application - COMMERCIAL ADDITIONS AND RENOVATIONS

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

Print in Ink or Type. Complete all blanks or indicate "N/A" if not applicable.

PROPERTY OWNER

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

PERMIT APPLICANT

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

Address of Work: _____ **Unit #:** _____
 Street Number Street Name
 Brief Discription of Proposed Work: _____
 Contractor: _____ Phone: () _____ Cell/Pager: () _____

Existing Conditions (Land Use Data)

Existing Use of Land and Building: _____
 # of Exist. Comm. Units _____ ; S.F.of ea. Unit(s) _____ ; _____ ; _____ ; _____ ; _____ ; _____
(Net Area, per Unit)
 Sum of all Existing Unit's S.F. _____ ; # of Existing Off Street Parking Spaces Provided on the Lot _____
(Sum of the Individual Units Listed Above)

Dimensions of Existing Building(s) & Structure(s) on this Lot

| | Size * | S.F.. of Footprint | #. of Stories | Ht. of Struct. | Basement (Y/N) |
|------------------------------|--------------------|--------------------|---------------|----------------|----------------|
| Building #1: | _____ x _____ | _____ | _____ | _____ | _____ |
| Building #2: | _____ x _____ | _____ | _____ | _____ | _____ |
| Building #3: | _____ x _____ | _____ | _____ | _____ | _____ |
| Building #4: | _____ x _____ | _____ | _____ | _____ | _____ |
| Other: | _____ x _____ | _____ | _____ | _____ | _____ |
| Other: | _____ x _____ | _____ | _____ | _____ | _____ |
| Other: | _____ x _____ | _____ | _____ | _____ | _____ |
| Other: | _____ x _____ | _____ | _____ | _____ | _____ |
| TOTAL SQUARE FOOTAGE: | SUM = _____ | | | | |

* If structures are irregular in size, write "irregular" and fill the foundation square foot area under "SF of footprint".

Existing 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 to Nearest Wetlands (If applicable): _____ Ft. Inland Wetland Coastal Wetland

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

Describe New Use: _____
 # of Newly Created Comm. Units _____ ; S.F. of ea. New Unit(s) _____ ; _____ ; _____ ; _____ ; _____
(Net Living Area, per New Unit)
 Sum of all New Unit's S.F. _____ ; Number of New Off Street Parking Spaces Provided on the Lot _____
(Sum of the Individual Units Listed Above)

Dimensions of New Building(s) & Structure(s) on this Lot

| | Size * | S.F.. of Footprint | #. of Stories | Ht. of Struct. | Basement (Y/N) |
|------------------------------|---------------|--------------------|---------------|----------------|----------------|
| Addition #1: | _____ x _____ | _____ | _____ | _____ | _____ |
| Addition #2: | _____ x _____ | _____ | _____ | _____ | _____ |
| Addition #3: | _____ x _____ | _____ | _____ | _____ | _____ |
| Addition #4: | _____ x _____ | _____ | _____ | _____ | _____ |
| Other: | _____ x _____ | _____ | _____ | _____ | _____ |
| Other: | _____ x _____ | _____ | _____ | _____ | _____ |
| Other: | _____ x _____ | _____ | _____ | _____ | _____ |
| Other: | _____ x _____ | _____ | _____ | _____ | _____ |
| TOTAL SQUARE FOOTAGE: | | SUM = _____ | | | |

* If structures are irregular in size, write "irregular" and fill the foundation square foot area under "SF of footprint".

New 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 to Nearest Wetlands (If applicable): _____ Ft. Inland Wetland Coastal Wetland

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

Construction Information

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:

Some of this information may not be applicable, depending on the type of addition/construction being proposed.

- IBC plan review check sheet. (Submit this document for all Type 1 and 2 Building Construction Types.)
- Drawings to show the relationship between the existing structure and the new structure/addition.
- Existing and new relationship drawings to reflect how Means of Egress will be affected/handled.
- 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.
- Any features unique to the project.

Construction Information-Continued

Indicate information on the various additional trades or features listed below:

