

Minimum Information Required for PZ-INTAKE Process

- _____ Owner occupied property
- _____ Licensed Professional
- _____ Agent
- _____ Owner
- _____ Tenant (**Landlord authorization letter required for changes of occupancy**)

PZ Intake @ counter 2 requirements

- 1) A filed application with a clear scope of work *and* the desired use of space or change thereof.
- 2) Disclose a proper cost for the *Complete Construction/Renovation of the space*: (i.e. Labor, Materials, Equipment, HVAC, Elec., Plumbing, Gas, Fire Alarm, Sprinklers, AAB Accessibility, elevators, solar, earth movement, Haz-mat removal, Blasting etc.)
- 3) **Accompany application with a complete set of professionally stamped plans/documents so that we may complete the *intake* as quickly as possible.**

Minimum Required items for a Zoning Review

Two sets of following plans:

- Land Survey/Plot plan showing all structures and proposed parking, to include, setbacks from lot lines and neighboring structures if any (All Sides)
- Stamped Elevation plans Showing Height (All Sides)
- Stamped Floor Plans identifying rooms and egress (All Floors)
- Minimal fee letter for BOA cases

Minimum Required items for a Building Review

Two sets of following plans:

- All Structural Plans
- Sprinkler w/calcs.
- Fire Alarm
- Electrical
- Mechanical (HVAC)
- Plumbing
- Energy
- Stamped BRA Plan
- AAB Compliance
- Civil Plan accepted by BWSC
- Signed Contract between parties showing scope and cost
- **CURRENT** Licensed Builder information / Notarized authorization letter for use of license prior to release of permit by ISD.
- **HIC Registration # for 1-2 family residential contracts**

*NOTE: Having a proper scope, cost and a respective set of supporting documents in the beginning of the process through the initial PZ-intake will help expedite the plans examiners review of your permit application.

**Documents requested are in accordance with, the minimum regulations and standards of the 2009 IBC Scope and Administration's Chapter 1.