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.