

## SUBMISSION REQUIREMENTS

COMMERCIAL, INSTITUTIONAL, AND MULTI-FAMILY BUILDINGS, NEW BUILDINGS, ADDITIONS AND/OR ALTERATIONS INCLUDING AUXILIARY STRUCTURES AND AWNINGS

Three sets of the following plus one set of photographs.  
(polaroid or poor quality digital pictures not accepted)

1. Any plans for a new building, addition, or alteration to a commercial building requiring structural elements must include the name and address of the person responsible for design.
2. Site plan. The plan must show location of building footprint with the following items dimensioned:
  - A. Front, side, and rear yard setbacks.
  - B. Location of the proposed building in relation to street, driveway, and any adjacent structures.
3. Foundation plan, floor plan, and elevations.
4. A building cross section, or any other detail drawings indicating all pertinent construction details.
5. Clear color photographs of the site, existing buildings thereon, and adjacent buildings sufficient to show the existing character of the property, including the front elevation of the building.
6. Material samples of all exterior surface materials and color samples are required.

ALL DRAWINGS MUST BE DRAWN TO A MEASURABLE SCALE  
Commonly 1/4" = 1' (site plan 1" = 20')