



## Commercial Siding Intake Checklist

Applicants, use this checklist to make sure your plans and application packet are complete. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. If items are missing, your plans will not be accepted and you will be given a copy of this checklist indicating which items are missing. Bring this list to the permit counter when you come or return to submit your permit application.

**Project address**

**Applicant name**

**Applicant phone**

Applicant Checklist	Required Items	Notes	Verified by CSI	Staff use only
	Building Permit Application - <i>one copy</i>			LUT
	Code Summary - <i>See Handout</i>			LUT
	Site Plan - <i>To scale &amp; fully dimensioned - See Handout</i>			LUT
	Wall Section - <i>Show new &amp; existing elements - See Handout</i>			LUT

**Commercial Code Summary** - Requirements can be found in the document library on Construction Services' website. Items in the code summary are needed to determine if the proposed siding will meet code for the building and it's occupants.

**Site Plan** - Requirements can be found in the document library on Construction Services' website. Site Plan to be based on a survey and should include distance from building to property lines and other buildings.

**Wall Section** - A residential wall section can be found in the document library on Construction Services website. This may help you understand what is needed in a commercial wall section.