

Minimum requirements at time of application:

- Completed application with signatures and registration numbers of the SER (Structural Engineer of Record)
- Controlled Construction Affidavits, stamped, signed, and dated, by architect or engineer for the following:
 - Entire Project
 - Architectural
 - Structural
 - Mechanical
- 2 sets of construction prints(11x17 if possible) and a pdf, if available, stamped and signed by the appropriate design professional.
- Specifications(pdf, if available)
- An Existing Building Evaluation for renovations, additions, and/or change of occupancy or use. (See [existing building affidavit](#))
- [A code compliance sheet](#) explaining height & area limitations, construction type, exits, fire protection etc.
- Fire protection narrative, if applicable, which includes the fire protection systems testing, and inspection requirements.
- Soils test report with verification of tests sites noted on site plan
- Energy Narrative(Show compliance with prescriptive requirements of 2009 IEC, Ch.5) or submit [Comcheck report](#)
- Preliminary report on structural tests and inspections to be done, including:
 - Type of test or inspection
 - Who will be performing the test or inspection
 - Frequency of test or inspection
 - Protocol
- Firestop materials specification sheets, if applicable
- After reviewing plans, the building official will determine the [required inspections](#). The responsible design professional must initial form and return to building official before the permit is issued.