

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 and specifications stamped and signed by the appropriate design professional(One full-size paper, one pdf).
- ❑ 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.
- ❑ Energy Conservation Narrative (2015 IEBC)
- ❑ 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
- ❑ Existing Buildings Only(Existing Building Report per IEBC)