



## Plan Review Application and Checklist

*Please provide **all** of the following information*

Project/Owner Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Area Heated (Sq Ft): \_\_\_\_\_

Area Unheated (Sq Ft): \_\_\_\_\_

Construction Value: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor License Number: \_\_\_\_\_

Design Contact Person: \_\_\_\_\_

Fax Number or E-Mail address: \_\_\_\_\_

***All** of the following documents must be submitted before we can begin the plan review process.  
2 **complete** sets of all design documents, properly sealed, signed and dated are required.*

- Zoning Approval
- Building Code Summary Sheet (Appendix "B")
- Site Plan Drawings
- Foundation Plan Drawings
- Structural and/or Metal Building Drawings
- Architectural Floor Plan Drawings
- Plumbing, Mechanical and Electrical Drawings

A separate plan review fee must be paid at the time of submittal. For New construction this fee is \$.01 per gross sq. ft. For Up-fits and Renovations this fee is \$.005 per gross sq. ft. The minimum plan review fee is \$45.00. Plans will not be reviewed until the fee is received.