

BUILDING PLAN REQUIREMENTS FOR COMMERCIAL PROJECTS

Determine if any other permits or reviews are needed. The applicant needs to determine if the proposed building project must comply with any other development regulations of the respective municipality. Examples of other development regulations include: building setback distances; sewage or water permits; flood zone regulations; storm-water permits regulations/permits; zoning regulations/permits; subdivision regulations; road cut regulations; state highway occupancy permit; etc. Please refer to a “Building Permit Checklist Form”, which will be included with your “Building Permit Application”. Also, building permit applicants should be aware that their property might be subject to deed restrictions.

Submittal Checklist. This form is included in the package as a guide sheet to aid the applicants in submission of the proper documents necessary in the application of a building permit.

The following items are required for most commercial projects. Drawing should be drawn to 1/4” or 1/8” scale and shall provide the necessary information to verify compliance with the building code.

Municipal Authorization Form. The top portion of the form needs to be completed by the applicant then submitted to the municipality of jurisdiction for review, completion, and approval.

All drawings shall bear the stamp and signature of the design professional responsible for the design.

Title Page Drawing. To include the contact information for all design professionals, description of square footage per floor, number of floors, type of construction to be utilized, area modifications utilized, use group classification(s), occupant load, finish materials classification, design codes utilized.

Site Plan Drawings. To include all utility layouts, handicap parking and access, designated fire lanes, distance between adjacent structures and property lines.

Floor Plan Drawings. To include the use of all areas, location and types of fire resistant construction, U.L. Listing of fire resistant construction, means of egress components and accessibility for the physically challenged.

Structural Drawings. To include the structural design calculations, geo-technical engineering report, uniform live loads, dead loads, roof and snow loads, wind loads, footing, foundation, framing, concrete, masonry, wood and steel construction details.

Electrical Drawings. To include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems and wiring methods.

Mechanical Drawings. To include size and types of appliances, construction of flues and chimney systems, ventilation air provided, fresh air make-up provided, location of all ducting and piping.

Plumbing Drawings. To include a plan view and a riser diagram of waste and water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.

Fire Protection Systems. To include the submittal guide for each type of system. See specific submittal requirements.

Existing Commercial Structures without a Certificate of Occupancy. If the proposed project involves an uncertified structure/building, your options are as follows:

1. Bring structure/building into compliance with the current International Existing Building Code.
2. Bring structure/building into compliance with Chapter 34 of the current International Building code.
3. Depending on the type of proposed renovation your project may be applicable to the Laurel Municipal Inspection Agency policy for issuing Certificates of Occupancy to Uncertified Buildings adopted April 11, 2007.

Pick up the approved plans and pay fee. The LMIA Office will notify the applicant when their building permit is ready to be picked up. The applicant must then either mail a check or go to the LMIA Office to pay the permit fee (check made payable to LMIA) and pick up the building permit or it can be mailed to you. The permit fee covers the application review and all scheduled inspection visits. The building permit and one (1) set of approved plans must be kept on the job site.

The second set of approved plans will be kept on file at the LMIA Office. An inspection schedule explaining when to call for inspections will be included with your building permit.

Begin Construction. The applicant may now begin construction. Remember to contact the Building inspector 24 hours in advance to arrange for the required inspections.

Time Length of Permit. Please be aware that permits are only valid for six (6) months, but may be extended for an additional six months if a written request is received by LMIA before the expiration date of the original permit.

Occupancy Permit. After the final inspection is successfully completed, the Building Inspector will issue a Certificate of Occupancy and the building may be occupied.

NOTICE: This process is subject to change when necessary to comply with State regulation or Agency policy changes.