

Commercial Structure Checklist

All submittal materials listed below must be submitted electronically in .pdf or format.

- _____ Routing Sheet from Regional Building Department
- _____ Commercial Building Plans (As submitted to PRBD, in .pdf format)
This requirement is for all commercial projects except for interior remodels only.
- _____ [Site Plan Drawing](#) that includes (at a minimum) the following:
 - _____ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1" = 10', 20', 30', etc.)** - No larger than 11" x 17" in size - Aerial/Google maps will not be accepted
 - _____ Property Owner's Name
 - _____ Address and Legal Description of the Property
 - _____ Current Zone District
 - _____ Assessor's Parcel Number(s)
 - _____ Dimensions and Lot Area of Parcel (as reflected in the original subdivision plat, if applicable)
 - _____ Platted/Known Easements/Building Setback Lines (as reflected upon the original subdivision plat, if applicable)
 - _____ Location, Exterior Dimensions and Use Identification of **Proposed Structure(s)** with Four (4) Distances* from Structure(s) to Front, Sides, & Rear Property Lines
 - _____ Location, Exterior Dimensions and Use Identification of **ALL Existing Structure(s)** with Four (4) Distances* from Structure(s) to Front, Sides, & Rear Property Lines and Distance to/Separation between Other Existing Structure(s) &/or Proposed Structure(s)

*(*Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line).*

 - _____ Location, Type and Height of Existing and Proposed Fences
 - _____ Road/Street Name(s) Adjacent to Property