

Permit Checklist for Building – Commercial Railings

Plan Reviews

Building-Multiple Trades, Fire, Planning, Public Works

Inspections*

Notice Of Commencement - Certificate, Foundation, Framing, Planning Final, Fire Final, Public Works Final, Building Final (last inspection all others must be approved prior to scheduling).

*Not all inspections listed may be required.

PROJECTS MAY REQUIRE PLANNING BOARD APPROVAL PRIOR TO BUILDING PERMIT SUBMITTAL.

For the Planning Department Checklist, visit: www.tinyurl.com/288e54ba

For Online Permitting Resources, visit: www.tinyurl.com/2552jdam

Required Construction Documents for Submittal: Digitally or electronically signed and sealed drawings – (Visit the Online Permitting Resource Center link noted above for instructions).

Construction Documents	Department Review
☐ Site Survey Signed & Sealed Topographic/Boundary Survey	Building-Multiple Trades, Fire, Planning, Public Works
☐ Architectural Plans	Building-Multiple Trades, Fire, Planning, Public Works
□ Structural Plans	Structural
☐ Life Safety Plans	Building, Fire

^{*} Site Plan must show setbacks, both existing and proposed structures, property lines, lot dimensions, and grade elevation as per survey. It must also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required for scope.

^{**} All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable).

^{***}Review of construction documents may require additional departments

Construction Documents	Department Review
□ Structural Calculations	Structural
☐ Product Approval with specification on installations	Building-Multiple Trades, Fire, Planning
Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems, etc.)	Fire Marshal, Building
☐ Detail section of railings	Planning