

Commercial Alteration Application Checklist

- Is there a change of use of the building/space?
 - Yes
 - No

- Will this be a medical facility? If medical facility, contact the Department of Health for their requirements. Department of Health plan approval required prior to municipal approval for both plans and occupancy.
 - Yes
 - No

- Will the occupancy serve food or drink? If so, Department of Agriculture approval required prior to municipal occupancy approval.
 - Yes
 - No

- Are you adding any floor space or area?
 - Yes
 - No

- What is the current and proposed occupant load?

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- Submit 2 sets of stamped, scaled construction drawings with all mechanical, electrical, and plumbing (MEP) designs.

 - Are there any hazardous materials or hazardous processes proposed for the space? If so, please list.
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- Are any special inspections required? If so, please specify. Submit inspector/agency information for inspection.
