

SUBMITTAL CHECKLIST FOR COMMERCIAL BUILDING PERMITS



ADDRESS OF PROJECT: _____

NAME OF PROJECT: _____

APPLICANT NAME: _____

CONTACT NUMBER: _____

	YES	NO	N/A	Notes
Building Permit Application Completed				
LOCATION MAP				
North Arrow				
Legal Description				
SITE PLAN				
Property lines shown & dimensioned				
Utility Easements shown				
Existing & proposed utilities shown				
Location of domestic water meter on property line				
All valve boxes shown adjusted to grade				
Manholes shown 6" above grade				
Handicap Aisles shown & dimensioned				
Parking calculations				
Parking spaces shown & dimensioned				
Revocable Permit Required/Provided				
Driving aisles & driveways dimensioned				
Curb Radius shown and dimensioned				
All existing structures shown & dimensioned				
Proposed structures shown & dimensioned				
Dumpster location				
Existing Fire Hydrants shown				
Proposed Fire Hydrants shown				
Existing & proposed fire access roads shown				
Type of parking surface				
Existing sidewalk shown & dimensioned				
Existing sidewalk ADA & COL compliance				
Sidewalk across driveway shown				
Proposed sidewalk shown				
Location of landings and ramps				
Show closure of existing drives				
Curb & Gutter to City of Lawton standards				
Cross & Running slope of sidewalk shown				
Distance to next abutting driveway				
Sidewalk shown extended to abutting driveway				
Street names				
Drawing scale				
Auto turn study if truck traffic				
Traffic study required/provided				
Location of FDC & associated sprinkler requirements				
Floodplain boundary lines				
SITE GRADING				
DETENTION PLAN				
Detention calculations				

	YES	NO	N/A	Notes
Post construction stormwater filter BMPS				
EARTH CHANGE PERMIT SUBMITTAL				
SITE LIGHTING PLAN				
Photometric plan				
LANDSCAPING PLAN per LCC Section 6-1-5-186				
Landscaping calculation sheet				
BUILDING PLAN				
Foundation Plan				
Floor Plan of existing building				
Floor Plan of new/proposed layout				
Rooms labeled				
Handicap accessible plans				
Framing plan				
Structural plans sealed by Engineer				
Electrical layout				
Emergency & Exit Lighting locations shown				
Electrical service location & size				
Electrical energy code requirements				
Plumbing layout				
Mechanical layout & load calcs				
Mechanical energy code requirements				
Equipment schedule				
Door schedule				
Hardware Schedule				
Fire rated assembly details				
Rating of building elements for Energy Code				
List of hazardous materials & proposed quantities				
Design occupant load				
Special locking arrangements				
High piled storage shown				
List of medical gases to be stored/used				
DESIGN SUMMARY				
PUBLIC OFFSITE INFRASTRUCTURE PROPOSED				
Offsite plans submitted to planning				
FIRE PROTECTION PLANS EXISTING/PROPOSED				
Fire alarm plans				
Fire sprinkler plans				
Standpipes shown				
Kitchen hood systems shown				
Alternate suppression systems shown				
APPLICABLE CITY STANDARDS INCLUDED				

*** ALL ELEMENTS LISTED, WHEN PART OF THE SCOPE OF WORK FOR THIS PROJECT SUBMITTAL SHALL BE ADDRESSED IN PLAN SET(S) FOR REVIEW & APPROVAL. ALL WORK SHALL BE CONDUCTED ONLY UPON APPROVAL & ISSUANCE OF A BUILDING PERMIT WITH APPROVED PLANS.***