

DATE RECV'D: ____/____/____

ADDRESS _____

CONTROL # _____

CONTRACTOR _____ PERMIT FEE: _____

SCOPE OF WORK: _____

COMMERCIAL PROJECT PERMIT CHECKLIST

NAME: _____

BLOCK: _____ LOT: _____

- ☐ THREE SETS OF SIGNED & SEALED PLANS
- ☐ TWO SETS OF SIGNED & SEALED SITE PLANS
- ☐ BOARD APPROVAL/CONDITIONS
- ☐ ENGINEERING DEPARTMENT RELEASE
- ☐ STRUCTURAL CALCULATIONS SIGNED & SEALED
- ☐ COM-CHECK ENERGY CODE COMPLIANCE CERTIFICATION
- ☐ SOIL BORINGS LOGS
- ☐ BARRIER FREE COMPLIANCE SITE
- ☐ BARRIER FREE COMPLIANCE STRUCTURE
- ☐ D.O.T./MORIS CTY./ENGINEERING/ROAD OPENING APPROVAL
- ☐ HANOVER SEWER AUTHORITY APPROVAL
- ☐ HEALTH DEPT./FOOD/POOL/PLANS (4th SET)
- ☐ COAH/DEVELOPER'S FEE – DATE PAID _____
- ☐ MORRIS COUNTY SOILS REPORT
- ☐ SIGNS
- ☐ 2009 IBC & ICC/ANSI (A117.1 – 2003) PLAN REVIEW RECORD
- ☐ PERMIT FEES & UPDATES INDICATED ON PERMIT JACKET
- ☐ BUILDING SUBCODE
- ☐ ELECTRIC SUBCODE (SEALED IF CONTRACTOR)
- ☐ PLUMBING SUBCODE (SEALED IF CONTRACTOR)
- ☐ FIRE SUBCODE
- ☐ ELEVATOR SUBCODE (3 SETS OF PLANS)
- ☐ SPRINKLER PLANS & CALCS (BY ENGINEER)
- ☐ MANUFACTURER'S SPECIFICATIONS
- ☐ VARIATION FEES
- ☐ USE GROUP ____/ NO. OF FLOORS ____
- ☐ TYPE OF CONSTRUCTION ____/SQ.FTG.____/VOL./C.F. ____
- ☐ SPEC APPLICATION/DATE SUBMITTED ____ DATE APPROVED ____

NOTES: