

SUBMITTING A NEW APPLICATION FOR A NEW COMMERCIAL PERMIT

- On the Home Screen, click the [Apply](#) button.
- Click **All (85)** to use application assistant



- In the search bar enter **Building - Commercial New**. Click the [Apply](#) button for the **Building – Commercial New** application.

Application Assistant

building - commercial new Q

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Building - Commercial New [Apply](#)

Category Name: Building - Commercial Description: A new permit (i.e. construction)

- **Filling out the application:**

- Locations

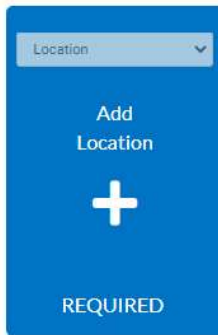
- Click the + sign to enter the search and add location process.

Apply for Permit - Building - Commercial New

*REQUIRED



LOCATIONS



Create Template

Save Draft

Next

- Click [Enter Manually](#). Enter the address number and street name in the Street Number space provided. Then hit enter or click the Save button.

Add Address As Location

SEARCH ENTER MANUALLY

Enter Manually

Country Type	<input type="text" value="US"/>
Enter Address	<input type="text" value="Search Addresses"/>
* Street Number	<input type="text"/>
Pre Direction	<input type="text"/>
Street Name	<input type="text"/>
Street Type	<input type="text"/>
Post Direction	<input type="text"/>
Unit Or Suite	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
County	<input type="text"/>

Save

- Type
 - Description: Enter the description of your project
 - Square Feet: Enter the square feet of the project

Apply for Permit - Building - Commercial New *REQUIRED

PERMIT DETAILS

* Permit Type: Building - Commercial New

Description: Enter name of project

Square Feet: 12345678

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- Contacts
 - All required contacts and interested parties of the project should be added at this step. Your information will automatically be included as an Applicant.
 - Add more contacts with the + button.
 - Search for an existing contact in our database and add to project, if needed.

CONTACTS

Applicant

Certificate Holder

Add Contact

+

OR

General Contractor

Add Contact

+

OR

Owner/Builder

Add Contact

+

REQUIRED

Select Type

Add Contact

+

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- More Info

- In this step, for the general info select the appropriate construction type and building occupancy for your project.

Construction Type	<input type="checkbox"/>	I-A
	<input type="checkbox"/>	I-B
	<input type="checkbox"/>	II-A
	<input type="checkbox"/>	II-B
	<input type="checkbox"/>	III-A
	<input type="checkbox"/>	III-B
	<input type="checkbox"/>	IV
	<input type="checkbox"/>	V-A
	<input type="checkbox"/>	V-B

Building Occupancy	<input type="checkbox"/>	A-1 Theaters, Concert Halls
	<input type="checkbox"/>	A-2 Restaurants, Night Clubs
	<input type="checkbox"/>	A-3 Churches, Gymnasiums
	<input type="checkbox"/>	A-4 Arenas, Skating Rinks
	<input type="checkbox"/>	A-5 Bleachers, Grandstands, Stadiums
	<input type="checkbox"/>	B Office, Professional
	<input type="checkbox"/>	E K-12, Day Care
	<input type="checkbox"/>	F-1 Industrial Moderate-Hazard
	<input type="checkbox"/>	F-2 Industrial Low-Hazard
	<input type="checkbox"/>	H-1 Detonation Hazard Materials
	<input type="checkbox"/>	H-2 Deflagration Hazard Material
	<input type="checkbox"/>	H-3 Readily Flammable Materials
	<input type="checkbox"/>	H-4 Health Hazard Materials
	<input type="checkbox"/>	H-5 Semiconductor Fabrication
	<input type="checkbox"/>	I-1 Institutional
	<input type="checkbox"/>	I-2 Hospitals, Nursing Homes
	<input type="checkbox"/>	I-3 Prisons, Jails
	<input type="checkbox"/>	I-4 Adult and Child Day Care
	<input type="checkbox"/>	M Stores, Markets, Gas Station
	<input type="checkbox"/>	R-1 Transient Residential
	<input type="checkbox"/>	R-2 Multi-Family
	<input type="checkbox"/>	R-3 1 & 2 Family Dwellings
	<input type="checkbox"/>	S-1 Storage, Mod Hazard
	<input type="checkbox"/>	S-2 Storage, Low Hazard
	<input type="checkbox"/>	U Utility/Misc Structures

- **Square Footage section:** Fill in the sections that apply to the new commercial project you are building. If it doesn't apply, put 0 (zero) in the section.
- **Gas meter required:** Select Yes or No
- **Lot Number:** Enter lot number
- **Description of proposed work:** Enter the description of your project

Please fill in the Square Footage for the project you are applying for.

*Number of Stories

Number of Stories is required.

*Number of Bedrooms

Number of Bedrooms is required.

*Number of Bathrooms

Number of Bathrooms is required.

*Heated SQFT

Heated SQFT is required.

*Unheated SQFT

Unheated SQFT is required.

*Garage SQFT

Garage SQFT is required.

*Porches SQFT

Porches SQFT is required.

*Addition SQFT

*Other SQFT

Maximum Occupant Load

*Gas meter required:

Lot Coverage:

SB-Front

SB-Left

SB-Rear

SB-Right

*Lot Number

Lot Number is required.

Number of Units

*Description of Proposed Work

Description of Proposed Work is required.

Valuation

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*Non-Residential Valuation

Non-Residential Valuation is required.

Fire

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Sprinkled

- Attachments
 - Upload building plans entirely. PDF file only. Other files are not accepted.
- Review and Submit
 - Review all information entered. The Estimated Fees are preliminary. If any information needs to be modified, use the Back button at the bottom of the page.
 - When ready, click Submit.