

CLINTON COUNTY BUILDING AND ZONING DEPARTMENT

111 S. Nelson Ave., Suite 8 Wilmington, OH 45177

(937) 382-3335 Fax: (937) 383-3056

**COMMERCIAL CONSTRUCTION
DOCUMENT SUBMITTAL CHECKLIST**

This checklist is to provide you with a guide to the documents and quantities of documents which will be needed to process your application. This list may not be all inclusive as each project is unique within itself. If you have any questions or would like personal assistance with this form, please call 382-3335 and speak with the permit coordinator. **THIS FORM MUST ACCOMPANY YOUR APPLICATION FOR BUILDING PERMIT.**

CHECKLIST

ONLY THE OWNER OF THE PROPERTY OR A LICENSED CONTRACTOR MAY TAKE OUT BULDING PERMITS. OWNER/BUILDER MUST FILL OUT OWNER/BUILDER VERIFICATION FORM ALONG WITH APPLICATIONS.

Three sets of plans, of which three complete sets of plans and calculations must be wet signed on each page by the design professional.

Plot plan including off street parking and any/all easements.

Site development plan showing underground storm drainage, sanitary sewer, water supply and surface drainage.

Architectural plans which include, floor plan with room uses labeled, foundation plans with details; and elevations (front, side, rear).

Structural plans which will include roof and floor framing plans and details (sections also). When pre-fabricated trusses are proposed the following items shall be included: truss details, truss plans, truss calculations, connection details.

Two copies of soils report. (when required)

Electrical plan, single line diagram, service detail and load calculations.

PROJECTS WHICH INVOLVE PROCESSING OF FOOD REQUIRE APPROVAL FROM THE DEPARTMENT OF HEALTH.

PLANS MUST BE DRAWN TO SCALE WITH MINIMUM 18" X 24" SIZED SHEETS.