



# COMMERCIAL PROJECT SUBMITTALS

THESE REQUIREMENTS ARE FOR PERMITS ISSUED ON OR AFTER JANUARY 1 2023

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## BUILDING DIVISION REQUIREMENTS

- All Building permits requiring plan checks shall be submitted online through the [E-OneStop Online Services](#) permitting system.
- When submitting for permits through the online portal, please allow five to ten business days for submittal acceptance confirmation. Notification will be provided via email.

## INSTRUCTIONS

- 1) You must include a completed permit application (Building and Fire Worksheet/Application). Please make sure to provide a detailed scope of work.  
[Building and Fire Application](#)
- 2) Complete the questionnaire in detail for Planning and Public Works. **SEE BELOW**
- 3) Create or log in to your existing account for E-OneStop Online Services above.
- 4) Create a new "Building Permit" and follow the prompts to upload digital files of all plans, calculations and other supplemental documents in .pdf format.
- 5) If your project has gone through a design review or other preliminary review with the Planning Division, please provide this permit number for reference under the project description.
- 6) The project will be placed in queue for completeness check once you submit. Please allow five to ten business days for submittal acceptance confirmation. Notification will be provided via email.
- 7) All communication and review will be done electronically. At any time, you can view the status of your project through your account.

## QUESTIONNAIRE FOR COMMERCIAL PROJECTS

1. Is this project associated with an already-approved planning permit?
2. Does the project involve a *change of use* (ex. previous tenant was an office, new tenant is a restaurant)?
3. Are exterior changes to the building or site proposed (ex. new roof-mounted equipment or trees for removal modifications to the parking lot, new windows or doors)?
4. **Is the project proposing any kitchen/café improvements?** (This is for Public Works to determine any sewer/water connection fees and updates to the trash management plan.)
5. **Is the project going in a new shell building or space that has never been occupied OR an existing building where landlord/market-ready shell improvement is in progress? If yes, provide the building permit number for the shell work.** PLEASE NOTE A BUILDING PERMIT WILL NOT BE RELEASED UNTIL THE SHELL WORK IS COMPLETE OR SUBSTANTIALLY COMPLETE.