

Commercial Building Permit Submittal Checklist

Project Size and Scope Allowed for RC Inspection Agency Review for Construction and HVAC:

New Construction up to 50,000 cubic feet, including attic area and basements or crawl spaces.

Additions when total building volume after addition is less than 50,000 cubic feet. Some exceptions when complete firewall separation provided at point of addition.

Alterations to areas less than 100,000 cubic feet.

Submittals to RC Inspection Agency for plan review of projects listed above should be completed using an SBD118 form and the fee schedule for Delegated Municipalities.

Projects that exceed these volume limits would require submittal to the State for review and approved plans and a Conditional Approval Letter from the state before we could issue a building permit for the project.

Minor alterations may not require a full submittal if the project does not alter existing egress components, or make structural changes to the building. Contact our office with project description for final determination.