

Commercial Fit-Up Permit Application Checklist

- Completed Development Permit Application (front & back)
- Letter of Authorization (permission to act on behalf of the registered property owner)
- Full set of Building Plans stamped by an architect and professional engineer(s), showing at minimum:
 - Floor Plans (show all fire separations)
 - Wall constructions
 - Life safety items and systems
 - Any required engineered systems
- Signed Design Schedules:
 - F-1 signed by applicant
 - F-2 signed by prime consultant (usually the architect)
 - F-3 signed by architect
 - Additional F-3s signed and submitted by respective professional engineers as required and determined by the Prime Consultant
- Permit Fee (\$7.00 per \$1000.00 of estimated cost)