

REQUIREMENTS FOR CHANGING THE USE OF EXISTING BUILDING

REQUIRED:

Provide one set of plans, drawn to scale, which includes the following.

1. Site Plan

Fully dimensioned, drawn to scale, showing all existing buildings. Indicate the use, type, number of stories and number of dwelling units for all buildings. Show lot size, streets, alleys, loading zone and parking areas. (See example on back)

2. Parking Layout (if additional parking is required)

Fully dimensioned, showing stall width, length and angle of parking. Indicate standard, compact and handicapped parking spaces. Provide parking analysis.

3. Floor Plan

Floor plan showing existing and proposed area of remodel. Indicate use of all areas and rooms, show all existing and proposed partitions, size and direction of swing of all doors and specify door type and hardware. (See example)

4. Equipment and Fixtures

Show locations of shelves, machinery, counters, tables and fixed seats, etc.

5. General Notes and Details

For example: Notes required by Health Department, new construction notes, etc.

6. Disabled Access Requirements

Show disabled access parking, access ramps, path of travel, restrooms and phones accessible to the disabled, signs, general notes and details. (See example)

7. Records of Building

Copy of "Certificate of Occupancy" and/or previous building permits, showing the use of the building, number of parking spaces required and provided, and occupancy.

8. Construction Details

Show details for construction of partitions, ceilings, ramps, etc. Also detail construction of exterior wall when new occupancy requires increased fire rating.