

SUBMITTAL DOCUMENTS:

1. Submittal documents required to be prepared by a design professional:
 - (a) Any new habitable structure. (Residential shall be sealed by a professional engineer, commercial shall be sealed per regulations set by the state architectural and/or engineering boards).
 - (b) Any residential addition over one thousand (1,000) square feet in area or that creates more than a fifty (50%) percent improvement to the structure shall be sealed by a professional engineer.
 - (c) Any residential remodel that affects the exterior loads or is considered a fifty (50%) percent improvement to the structure shall be sealed by a professional engineer.
 - (d) Any commercial addition that is over one thousand (1,000) square feet in area, increases the original structure to over twenty-five hundred (2,500) square feet in area or affects the loads, energy values or life safety plan of the original structure shall be sealed per regulations set by the state architectural and/or engineering boards.
 - (e) Any commercial remodel to a structure that is over twenty-five hundred (2,500) square feet in area or changes the structural load, energy values or life safety plan of the original structure shall be sealed per regulations set by the state architectural and/or engineering boards.
 - (f) Any built-on-site accessory structure over one thousand (1,000) square feet in area shall be sealed per regulations set by the state architectural and/or engineering boards.
 - (g) Any pre-built accessory, modular or manufactured structure shall be sealed per regulations set by the state architectural and/or engineering boards.
 - (h) Any free-standing sign with a face over thirty-two (32) square feet in area or more than nine (9) feet in height at the highest point shall have the loads sealed by a professional engineer.
 - (i) Any engineered product, such as a truss system shall be sealed by a professional engineer.
 - (j) Any geotechnical data shall be sealed by a professional engineer.
 - (k) Any new Commercial Mechanical, Electrical or Plumbing (MEP) system shall be sealed by a professional engineer.
 - (l) Any other project requiring a design professional as determined by the state architectural or engineering boards shall be sealed as required by the state boards.
 - (m) The submittal documentation for any habitable structure being built or modified in a Special Flood Hazard area shall also include a flood elevation certificate, prepared by a qualified surveyor, based off of the construction drawings.

The submittal information required for any new structure includes a code study, structural loads, energy values and/or commercial electrical, mechanical, plumbing and life safety plans.

*EXCEPTIONS: Non-habitable structures or signage will not have to provide energy values.

Digital copies (PDF) of plans/revisions shall be submitted along with the hard copies