



TOWN OF ERIE COMMERCIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS

Submittal documents shall include, but may not be limited to the list shown below, and **must** be submitted for review before permit issuance will be considered.

Items **will not** be accepted for plan review unless the project submittal package is **complete**. Contractors and Subcontractors **must** be licensed by the Town of Erie prior to permit issuance.

Note: Submitted plans should be no larger than 24" x 36".

- Building permit application
- Water usage worksheet with Raw Water Fee (forms available from Public Works Administration)
- Flood plain study and survey (if within Flood Plain Area)
- A detailed description of business operations
- State & Town of Erie Permit for Storm Water & Erosion Control (when site is over 1 acre) prior to permit issuance
- Completion of and compliance with FAA form 7460-1 (within Erie Air Park Influence Area)

See our Website for design criteria for applicable risk category

Provide one hard copy and one CD or PDF of the following:

Site plans showing:

- Setbacks
- Easements
- Right of ways
- Internal roads and vehicle parking
- Contours and drainage plan
- Grading plan
- Storm water detention (if required)
- Landscape design

Structural plans including:

- Engineered foundation plan
- soils report
- Roof framing plan
- Floor/Wall framing plan
- Associated details for all structural connections and bearing points

Technical drawings: All submittal sheets must be stamped by approved design professional

- Electrical plans stamped
- Plumbing plans stamped
- Mechanical plans stamped
- IECC compliance and Com checks
- Flood hazard mitigation (if required)
- Architectural plans (elevations, Section view for thermal envelope, Code Analysis)
- Photo metrics & cut sheets for exterior lighting

NOTE: These plans must also be submitted to Mountain View Fire Protection District for approval. Plans must be submitted to the County Health Department where required.