

Plan submittal check list

Commercial Construction

All items must be included before the application can be accepted for review by the City of Auburn. Please indicate that each component has been included by placing a check in the corresponding box.

Completed N/A

Set of electronic plans (PDF format)

 Floor plans to scale (all levels)

 Elevations

 MEP's

Structural information (slab, floors, walls, ceilings, roof systems)

Engineered component documentation (floor and roof trusses, steel, concrete)

Geotechnical report

Zoning Certificate from Auburn Planning Department has been applied for or acquired

FEMA Elevation Certificate

Site Plan

State Commercial Contractor license is current

City of Auburn Contractor license is current

SUB CONTRACTOR LIST:

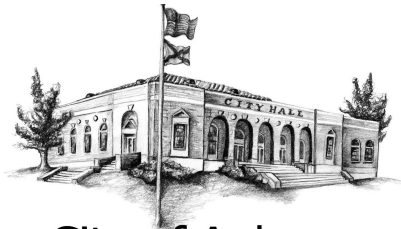
Contractor not yet known, list will be submitted prior to issuance of permit

Sub Contractor list is completed and attached

Inspection Services now offers an online permit portal. The Auburn Permit Portal allows you to submit all of your documents online. You can keep track of the status of your on-going permits and securely pay for permits online. You will also be able to schedule inspections and see the comments inspectors make on specific inspections. Please visit webgis.auburnalabama.org/permits to create your online account.

Commercial Permit Application

New Construction and Additions



City of Auburn

Home of Auburn University

Codes Enforcement 171 North Ross Suite 300 (334) 501-3170

Project Name: _____

Street Address: _____ Suite: _____

Submitting Firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Contact Name: _____

Email Address: _____ Cost: _____

BUILDING INFORMATION

Type of Occupancy per IBC: _____ Type of Construction (per IBC) _____

Classification of building/area: _____ Number of stories: _____ Gross floor area per floor: _____

Original building design – Code and Year: _____

TENANT INFORMATION

Purpose of Space:

Description of Work:

(Use) Group(s) of Tenant (per IBC): _____ Area of tenant space (SF): _____

Hazardous Materials: Combustible Liquid Flammable Liquid Other: _____

FIRE PROTECTION SYSTEMS

Sprinklers: NONE PARTIAL FULL

Type: NFPA 13 NFPA 13R

Fire Alarm System NO Yes- Type: _____

Standpipes: NO YES – Identify location on plans

Be sure to use the SAVE AS function when saving this file after completing. Please use the project and street name when naming the file. Email completed form to plans@auburnalabama.org along with plans, siteplans, and any other relevant information

All plans need to meet the following Codes:

- 2021 International Building Code
- 2021 International Mechanical Code
- 2021 International Plumbing Code
- 2021 International Fuel Gas Code
- 2021 International Fire Code
- 2020 National Electrical Code
- Alabama State Energy Code
- ICC/ANSI A117.1 2017 Accessibility Standards

Submitted plans must include:

- Two (2) complete sets of architectural and structural drawings. These plans should include the following information:
 - Use group clarification and the proposed use for all areas of the building
 - Type of construction
 - Occupancy load for all areas of the building to be occupied
 - Alabama Energy Requirements
 - Life Safety
 - Structural design including stair details, door & window schedules, fire resistant rated assemblies, accessible bathroom layouts, safety glazing location and glass types
 - PDF of all plans

When Required the following should be submitted:

Two (2) complete sets of mechanical drawings including:

- Fan and equipment schedules
- Kitchen rangehood details
- Supply and return duct layouts
- Energy Compliance specifications and details

Two (2) complete sets of plumbing drawings including:

- Waste and vent riser diagrams
- Storm water riser diagrams
- Drawings showing storm and sanitary sewer installation outside of building
- Water supply and water distribution piping
- Exit sign locations

Two (2) complete sets of electrical drawings including:

- Lighting and single line power drawings
- Panel schedules
- Power distribution details/risers
- Exit sign locations

Two (2) complete sets of fire alarm drawings including:

- Fire Sprinkler design information
- Fire Standpipe locations
- Fire Alarm device locations and sequence of operation
- Fire vault location and details
- Exit sign locations

SUB-CONTRACTORS LIST

This list of sub-contractors must be included with the permit application prior to issuance of the permit. Please advise our office of any changes or additions to this list.

General Contractor:

Site Location:

Date of List:

	Company Name	City License #	Contact Name	Contact #
Framer				
Concrete Finisher				
Layout/Footings				
Block/Brick Mason				
Plumber/Gas				
Grading				
Electrician				
Heating/Air				
Roofer				
Cabinets/Countertops				
Trim				
Vinyl Siding				
Hardwood Flooring				
Ceramic Tile				
Carpet/Vinyl Flooring				
Painter				
Sheetrock				
Landscaping				
Pool				
Fencing				
Fireplace				
Termite Protection				
Port-A-Let				
Wallpaper Hanger				
Closet/Shelving				
Insulation				
Outside Utilities				
Poured Walls				
Gutters				
Waterproofing				
Alarm Systems				
Septic Tank				
Asphalt				
Hood Systems				
Extinguishing System				
Fire Sprinkler System				
Tank Installer				
Other				