



# **Remodel or Tenant Build-Out -Commercial Permit Guidelines**

**(1<sup>st</sup> tenant when original permit was shell building)**

**HOOD AND WALK IN COOLER ARE SEPARATE PERMITS; NOT TO BE INCLUDED IN REMODEL/TENANT BUILD-OUT PLANS**

Plans not required to be signed and sealed for interior renovations only...plans required to be signed and sealed for structural modifications, i.e. changes to bearing walls, exterior wall enclosures or truss repairs

**CGC or CBC may apply for permit**

- Addition/Remodel application.
- Four (4) sets of floor plans (existing and proposed, outlining scope of work)
- Four (4) copies of site plan and/or surveys
- If parcel on septic need Health Dept. Approval letter, e-mail or stamped site plan
- Four (4) copies of any additional documents (i.e. window/door schedule, e-calcs, etc.)
- Elevation certificate if located in flood zone (excluding X and 2PACFH)
- FEMA packet if located in flood zone AND elevation certificate is lower than base
- NOC if value is \$2500 or greater.

**Description:**

- Business name, condo name, unit #, scope of work

**Route to: OFFICE USE ONLY (Based on Scope of Work shown on plans)**

Building	Plumbing	Species if Owl, Eagle or Gopher Tortoise
Zoning	Mechanical	
Electric	Fire	

**Processing: OFFICE USE ONLY**

- Type: Remodel w/Sewer or septic
- Subtype: Commercial

**OR**

- Type: Tenant Build Out
- Subtype: Choose correct business type from drop down

**Inspections:**

Will vary depending on scope of work



## **Remodel or Tenant Build-Out -Commercial Permit Guidelines** **(Cont'd)**

### **Fees:**

- Addition/Remodel Com \$507 + applicable trade fees  
(Elec \$220, plumb \$140, Mech \$199, Roof \$100)
- Fire \$7.85/\$1000 or \$40.00 minimum
- Surcharge YES

**\$76.05 deposit due at time of submittal**

### **Expiration:**

- Six (6) months. Must have approved inspection every 180 days to stay active. Permit automatically extends six (6) months after each approved inspection.