

## COMMERCIAL ACCESSORY STRUCTURE SUBMITTAL CHECKLIST

This submittal checklist is applicable to accessory structures with no habitable & non-heated area, such as: a generator pad/enclosure, a water tank pad/support over 5000 gallons, a liquid propane gas tank pad/enclosure (installation of any propane tank or generator with a gross weight over 400 pounds or 70 gallons), and dumpster/trash enclosure installation applications.

### Plan review is **REQUIRED**

#### Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements
- Please refer to the [Work Exempt from Permit](#) list for applicable items

### Submittal Requirements

#### Site Plan

- Minimum 8 1/2" X 11" size paper at a scale of 20' equals 1" showing the proposed structure in plan view indicating:
- Title block indicating name, address, phone number of applicant and owner, and property (site) address
- Tax ID Number, Legal Description, Site Address, and North Arrow
- Existing and proposed streets surrounding the property
- Location of existing and/or proposed easements
- All present improvements on property
- Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)
- If present, environmentally sensitive areas on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)
- Distance between any other building, structure, property line or vegetation and the tank

#### Construction Details (drawn to scale, 1/8" equals one foot, minimum)

- Elevation drawings
- Dimensions of the mounting pad
- Construction details of the pad or enclosure
- Engineering calculations and details of the anchoring system
- Capacity of the tank in gallons (if applicable)
- Non-Residential Energy Code Compliance Forms (if applicable)
- Mechanical plans for Generator installation (if applicable)