



# Minor Commercial Project Permit Document List

Additions or structures up to and including 1,000 gross square feet and one story, such as a pool/spa, canopies, porticos, retaining walls, bulkheads, mechanical equipment screening, fences over eight feet, kiosks, ramps, trams, flagpoles, etc. (BW)

Required Documents
Architectural Plan
Building Permit Checklist
Construction Stormwater Pollution Prevention Plan (CSWPPP) – If clearing & grading work is included in the building permit, a CSWPPP must be submitted with the application. For projects with less than 7,000 square feet of clearing and less than 100 cubic yards of grading, a CSWPPP Short Form for Small Construction Projects may be submitted.
Energy Code Sheet/Envelope Summary (WEC Compliance Forms)
Site Plan A
Storm Drainage Report
Structural Plan
Value of Improvements

Project Specific Requirements
These documents may be required during the review process depending on the scope of your project.
Color Samples & Building Materials (kiosk, canopy, awning, etc.)
Geotechnical Report
Pool/Spa Plan
Previous Environmental Review
Structural Calculations