

CODE COMPLIANCE REVIEW FOR CHANGE IN USE/BUSINESS LICENSE

The 2006 International Building Code Section 3406 requires any building or portion of a building that undergoes a change in occupancy group to be made compliant with the requirements of the code for the new occupancy. A change of use or occupancy can sometimes be complicated, so therefore, we may require or recommend that you engage a state licensed design professional (Architect or Engineer) to assist you with the conversion.

To enable us to properly evaluate what will be required for compliance with all applicable codes and ordinances although not complete; listed below are minimum submittal requirements for the proposed change of use/business license. Please submit the following for review:

- \$45.00 non-refundable plan review fee paid at time of submittal. Additional plan review fee may be assessed after initial review,
- Scaled and dimensioned site plan,
- Scaled and dimensioned floor plan(s) indicate compliance with local adopted codes with each area accurately labeled and use noted. Plans should also include as applicable location of plumbing fixtures, proposed equipment (include cut sheets for equipment), backflow devices, egress path, location of doors and equipment layout,
- Plans should also indicate modifications required by code to bring the proposed use into compliance with the electrical, plumbing and mechanical systems, and
- A detailed narrative describing the process and services provided.

Note:

A building permit may be required to bring the building into compliance with the proposed use. If a permit is required you must submit a building permit application and required documentation.

Additional Comments:

1. Fees for code plan review are assessed at \$45.00 per hour, as listed in our fee schedule.
2. Additional requirements may be requested by the Fire Department.
3. The current adopted codes are the 2006 International Building Code, 2006 International Energy Conservation Code, 2006 International Mechanical Code, 2006 International Plumbing Code, 2006 International Fuel Gas Code, 2006 International Fire Code and 2005 National Electrical Code.