



CERTIFICATE OF OCCUPANCY AND CHANGE OF USE APPLICATION SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

ALL APPLICATIONS

- A **floor plan** with the following requirements:
 1. Drawn to scale
 2. North arrow, date of preparation and side address included
 3. All floors including basements shown
 4. All room dimensions shown, with the existing and proposed use of each
 5. Hall and stairway locations and required widths shown
 6. Door and window locations shown, including dimensions, door swing direction and hardware
 7. All ADA required fixtures and clearances shown
 8. Location of all plumbing and mechanical fixtures/equipment shown

ADDITIONAL INFORMATION MAY BE REQUIRED, TO DETERMINE COMPLIANCE WITH APPLICABLE CODES

Additional requirements may include, but are not limited to the following:

- Parking plan, showing all off-street parking spaces for the business
- Diagram showing location of all display racks and shelving units
- Manufacturer cut sheets for shelving units

Please note, separate permits submitted through the SSPP may be required for plumbing and mechanical fixtures, signage, and modifications to the building or tenant space.

If the property is located in the Historic District, separate review is required for all modifications to the exterior of the building, including signage.