

CHECKLIST OF DRAWINGS SUBMITTED

Date _____ Job Address _____ Project Business Name _____

Applicants Name _____ Applicant Represents (name of business) _____

Is the Applicant the Architect, Contractor, Developer, Owner, Other _____

Telephone Number (____) _____ - _____ FAX No. (____) _____ - _____

Drawings and Documents Submitted - Check the one that applies to this application

_____ **Additions and/or new buildings** – **Four full sets** of the documents (as listed below) are required. **In addition** to the full sets, **three sets** consisting of a survey, site plan, civil engineering drawings and landscaping plans are required.

_____ **Additions and/or new buildings with food service** – **Five full sets** of the documents (as listed below) are required. **In addition** to the full sets, **three sets** consisting of a survey, site plan, civil engineering drawings and landscaping plans are required.

_____ **All other project types** – **Four full sets (5 if food service)** of the documents (as listed below) are required. In some instances, a site plan, landscape plans and/or parking plans may also be required

See the “Commercial Building Permit Submittal Requirements” for details about required drawings & documents. The list below is a summary of submittal requirements for commercial building permits.

New buildings – A **complete set of plans is required** and includes the following documents:

Survey Site Plan Utilities Architectural Drawings, including Code Footprint

Electrical Plumbing & Mechanical Drawings

As needed or required: Civil Engineering Drawings Landscaping Drawings Specifications

Process/Storage Data Sheet Kitchen Layout and Equipment Drawings

Additions – A **complete set of plans is required** and includes the following documents:

Survey Site Plan Utilities Architectural Drawings, including Code Footprint ADA Inventory

Electrical Plumbing & Mechanical Drawings

As needed or required: Civil Engineering Drawings Landscaping Drawings Specifications

Process/Storage Data Sheet Kitchen Layout and Equipment Drawings

Remodels – A **complete set of plans is required** and includes the following documents:

Architectural Drawings ADA Inventory Electrical Plumbing & Mechanical Drawings

As needed or required: Site Plan Utilities Landscaping Drawings Specifications

Process/Storage Data Sheet Kitchen Layout and Equipment Drawings

Multiple City of Salina departments are required to review the plans and documents submitted with your building permit application. Plans will not be distributed to City of Salina departments responsible for review until all required documents have been received.