

Requirements for Commercial Plans New Owner or New Tenant Finish

All of the following items need to be included on the plans *regardless* of whether you are making changes to the space or not. **All** commercial buildings require a submittal of plans when a new tenant occupies the space or there is a new owner of the property.

*****New Owners must complete all requirements for commercial/new owner/tenant permitting within 30 days of being notified by the City of said requirements. FAILURE TO COMPLY MAY RESULT IN FINES BEING ASSESSED UNDER CITY OF LAWRENCE MUNICIPAL CODE 1-1-2-3.**

NOTE: Plans must be drawn to scale and be neat and legible. The City does NOT require the plans be engineer drawn or stamped.

- Contractor submits plans with the following information:
 - Name of project (business name)
 - Address of project
 - Tenant Owner information (name, address, phone number)
 - Building owner information (name, address, phone number)
 - Layout of existing space
 - Layout of proposed changes, if any
 - Location of all electrical equipment
 - Number of panels
 - Rating of panels
 - Location of main disconnect
 - Location of water/sewer service entrances into structure, water meter, backflow devices and grease traps (if required)
 - Location of domestic and fire water service line entrance points into structure with basic schematic (does not have to show all lines in unit) showing location and plumbing of water meter (if meter is inside structure) and backflow device(s).
 - Location of sanitary sewer service line exit from structure and the location of the cleanout serving the structure (unless building has common sewer line for multiple units, then just show point where sewer line leaves tenant space)
 - Location, make, model and configuration (plumbing schematic) of RPZ or other backflow device
 - If backflow device(s) already exist, submit certified test if utility records show test(s) are past due. Contact 317-542-0511 to check for most recent test results.
 - Location of floor drain(s)
 - Location, type, size of grease trap (if nomenclature tag is not visible or present, then include a basic drawing of the unit with dimensions and in/out piping configuration).
 - Location of heating/cooling equipment
 - Location of exit light(s)
 - Location of fire extinguisher(s)
 - Location of sprinkler heads or smoke detectors
 - Location of knox box
- Contractor contacts Indiana Department of Homeland Security Plan Review to determine if State Design Release or Construction Design Release is required

For Car Dealerships:

- Must be zoned properly
- Must bring original Auto Dealer's License (we will make the copy)
- Must bring State Issued Driver's License

SUBMITTAL PROCESS:

- Plans submitted to DPW for review by Building, Fire and Utilities.
 - Process usually takes 10-14 business days and are done in the order received.
- If everything is correct on the plans an approval letter will be issued outlining the next steps.
 - Fees are paid
 - Permits are issued
 - Construction/remodel of space (if applicable)
 - Backflow device tested or current test results submitted (if applicable)
 - Final inspection by DPW/Fire
 - Certificate of Occupancy issued
 - Open for business
- If the plans need additional information they will be returned for revisions.

Fees

The following fees are based on standard rates and may not be applicable to your project. Plus, additional fees may apply. No advance payments will be accepted prior to the issuance of an approval letter.

Water plan review ~ \$90/hr

Sewer plan review ~ \$80/hr

Water permit (Backflow Device) ~ \$50.00 if applicable

Fire Inspection ~ \$.10 per sq. foot

Fire Plan Review ~ \$100.00

New Tenant/Structural Permit ~ \$150.00 minimum or \$0.15 per square foot whichever is greater

Sign Permit ~ prices vary contact office

HVAC ~ \$50.00 per unit or 20% of the Structural Fee; whichever is greater

Plumbing ~ \$50.00 per unit or 20% of the Structural Fee; whichever is greater

Electrical ~ \$55.00 per unit or 25% of the Structural Fee; whichever is greater