



Requirements for Commercial Plans Remodels

**NOTE: We only accept plans via electronic submittal to permits@cityoflawrence.org
If your project is too large to email; submit plans via thumb drive to this office. We will not accept plans via drop box.**

NOTE: All improvements other than painting and flooring will require plan submittal. The following items need to be included on the plans. The plans do not need to be engineer drawn or stamped for smaller projects but must be neat, legible and drawn to scale.

Plans to include:

- Cover Sheet with:
 - Name of Project (Business Name)
 - Address of Project
 - Tenant Owner Information (Name, Address, Phone, Email)
 - Building Owner Information (Name, Address, Phone, Email)
 - Detailed Scope of Work
 - Current Occupancy Classification
 - <https://up.codes/viewer/indiana/ibc-2012/chapter/3/use-and-occupancy-classification#3>
 - Proposed Occupancy Classification (use link above)
 - Square footage of space
- Layout of existing space
- Detailed layout of proposed changes
- Location of water/sewer service entrances into structure, water meter, backflow devices and grease traps (if required)
 - Location of domestic water entrance points into structure with basic isometric schematic drawing. Show location of water meter and backflow device(s).
 - Include make, model and configuration of the 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, option 0, to check for most recent test results
 - Location of sanitary sewer service line exit from structure and the location of the cleanout serving the structure with basic isometric schematic drawing.
 - Location of floor drain(s)
 - Location, make and model of grease trap/oil grit separator with basic isometric schematic drawing including mop sinks, floor drains, dishwasher etc. (if applicable)
- Location of fire service line with basic isometric schematic drawing (if applicable)
 - Location of PIV and FDC
 - Sprinkler riser details (size, branch piping, valves, gauges etc.)
 - Location, make and model of Double Check Detector Assembly (DCDA) device
 - Location of sprinkler heads
 - Location of knox box ~ if the building is sprinkled a knox box is required
- Life Safety Plan
 - Location of exit lights
 - Location of exit doors with panic hardware listed
 - Location of emergency lighting
 - Location of low voltage exterior emergency lighting
 - Location of fire extinguisher(s) and type
- Location of all heating/cooling equipment with size of unit(s)
- Location of all electrical equipment
 - Number of panels
 - Rating of panels
 - Location of main disconnect

SUBMITTAL PROCESS:

- Contact Indiana Department of Homeland Security Plan Review to determine if a State Design Release or Construction Design Release is required. PlanReview@dhs.in.gov or 317-232-6422.
- Submit electronic plans to City of Lawrence at permits@cityoflawrence.org
 - The review process for Lawrence typically takes 10-14 business days and are done in the order received. Depending on the number of plans received and Holiday schedules review may take longer.
- If everything is correct on the plans a release will be issued.
- If additional information is needed the plans will be returned for revisions and additional plan review fees will apply.

APPLYING FOR A PERMIT:

- All applications must be made via our on-line portal. Use this link for step by step instructions: <https://www.cityoflawrence.org/docs/dpw/APPLY-FOR-A-PERMIT.pdf>

FEES:

The following fees are based on standard rates and may not be applicable to your project. Additional fees may apply. NO advance payments will be accepted prior to the release of the project.

Water Plan Review: \$90.00 per hour

Sanitary Sewer Plan Review: \$80.00 per hour

Fire Plan Review: \$100.00 per hour (3 hour minimum)

Building Plan Review: \$75.00 per hour (2 hour minimum)

If the project needs to be outsourced for review the fee is our contract cost plus 5%

Commercial Permit Fees can be found here:

<https://www.cityoflawrence.org/docs/dpw/Commercial-Permits-Fees.pdf>