

Permit Checklist
Commercial/Industrial/Multi-Family

*The following documents shall be submitted digitally to **Istop@brightonco.gov** for any new commercial/industrial/multi-family construction project. If you choose to submit in person or by mail, we still require your plans to be submitted in digital form either on a disk or uploaded to a USB drive.*

Project name: _____

Project address: _____

The following items shall be submitted with a permit application for any commercial or industrial construction project:

- Building permit application – signed and dated
- Use-by-right/final development plan approval letter (if applicable)
- One (1) complete set of original, engineer-stamped drawings - shall include a typical code analysis on first/second page of drawings; analysis must also include:
 - Site location (denoting any legal easements on property)
 - Parcel identification number
 - Total lot area
 - Percentage of impervious surface area
 - Landscape plans (denoting percentage of landscaped area in relation to total lot area)
 - Gross building area
 - Project valuation
- One (1) complete set of structural calculations (spec book or project manual)
- \$500.00 plan review deposit – deposit will be applied to plan review fee – Fee is due at permit submittal. Payment is accepted over the phone with Visa or MasterCard or by check payable to: City of Brighton
- ESC permit application with all submittal requirements (if applicable)
- Site Improvement permit application (if applicable)

Contractors listed on the permit must be licensed with the City of Brighton. Please see the requirements for contractor and sub-contractors as outlined on our procedural handout titled Contractors – Licensing Requirements for Permits - available on our website or at the Customer Service Center.

Application review shall not start prior to the submittal of all required documentation.