



Planning, Development and Transportation Services

Neighborhood and Building Services

Footing and Foundation (F&F) Permit Application Submittal Process For Commercial and Multi-family projects only.

There are two ways to submit for F&F.

Method A: When submitting for a full issue building permit and desire to obtain a F&F ahead of the full issue permit.

- Submit building permit application and plan review fee based on full valuation.
- Submit 2 full sets of construction documents, see submittal checklist for Commercial/Multi-family.
- Submit 1 additional set of plans that include below grade work only:
 - Site plan
 - Engineered foundation plan, foundation details
 - Engineered underground plumbing
 - Underground electric

Method B: When submitting for F&F only and not ready to submit for full permit. This method is commonly used when full construction documents are not complete and applicant desires to start construction.

- Submit building permit application and plan review fee based on full valuation.
- Submit 2 sets of plans that include below grade work only and exterior elevations:
 - Site plan
 - Engineered foundation plan, foundation details
 - Floor plans (Zoning review)
 - Exterior elevations (Zoning review)
 - Engineered underground plumbing
 - Underground electric

All City departments and Fire Dept. must approve F&F before permit can be issued.

Form date: 10/2/07