

**COMMERCIAL CONSTRUCTION
NEW / ADDITIONS / ALTERATIONS
PLAN REQUIREMENTS**

New Commercial – (Including Additions/Alterations and/or Change of Use)

**A COPY OF ALL ARCHITECTURAL AND ENGINEERING DRAWINGS TO BE SUBMITTED IN
COMPUTER AIDED DRAFTING (CAD) FORMAT ON A CD-ROM DISC IN A DWG FILE EXTENSION**

- Initial Concept Approval:** 10 sets of drawings to be submitted along with an application and fee of \$50.00. Review will be made by Planning & Zoning Commission at their next workshop meeting which is held on the Third Thursday of the month.
- Preliminary Site Plan:** 17 sets of Drawings to be submitted – Approval by:
Village Engineer
Building Commissioner (parking)
Planning & Zoning and Council
Police
Fire
- Final Site/Building/Sign:** 17 sets of Drawings to be submitted approval by:
Village Engineer (grading, sewers, streets, set-backs etc.)
Building Commissioner (parking, landscaping, bldg, coverage etc.)
Planning & Zoning and Council
Police/Fire
- Landscape Drawings:** 16 sets of Drawings showing plant locations, types and other materials
Village Landscape Architect
P & Z
Council
- Building Approval:** ARB 6 Sets of Architectural Drawings, 1 color rendering
Village O.B.C. Plans Examiner: Three Construction Drawings including mechanical, electrical & plumbing.
- Signs:** ARB 6 Sets w/color renderings for permit approval (application form required)

NOTE

In some cases, more than one meeting is necessary to gain approval to proceed to the next step.

Commercial Fees

<u>A.R.B. Fee</u>	\$	100	Plus \$5 per 1000 sq. ft. + 3%	(New)	1305.11
<u>P & Z Fee</u>	\$	50	+ 3%		
<u>Building Permit Fees</u>	\$	200	Plus \$4 per 100 sq. ft. + 3%	(New)	1309.05 (d)
		500	Landscape Fee (or as by scale)		1309.08 (c)
		300	Grading / Engineering Fee + 3%		1309.09
		10	Occupancy Permit		1309.05 (f)
		500	Footer Certifications Required		1309.12
		500	Professional Services Performance <u>Deposit Bond</u>		1309.07
		1000	Supplemental <u>Deposit Bond</u>		1309.19
		300	Landscape <u>Deposit Bond</u>		1309.08
<u>Sign Permit Fee</u>	\$	15.45	A.R.B. Fee		1309.05 (a)
		25.00	Permit – Each Face		1309.05 (g)

Note: Plumbing/Electrical/HVAC & Misc. Separate Permits – 1309.05 (c)(d)(e)(g). Check with Building Department for any information that may not be included in this document.

Hours for Construction and repairing of Buildings:

Mon thru Fri: 7:00 am - 6:00 pm.

Saturday: 10:00 am – 6:00 pm.

No Sundays except for emergency repairs and requires SPECIAL APPROVAL.

Mayfield Village Building Department
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