



# CITY OF BRIDGEPORT DEVELOPMENT SERVICES

## Commercial Site Plan & Building Submittal Requirement Checklist

To assist the applicant with the development and review process, the City has prepared the following information outlining the steps necessary to make application and proceed through the review process.

### SITE PLAN FORMAT

- 3 Copies** - 24" x 36"
- Scale** - 1" = 40', or larger
- Vicinity map**
- Date** - Preparation and subsequent revisions

### TITLE BLOCK

- Title:** Proposed development name
- Preparer:** Name, address, and phone number
- Ownership:** Name, address, and phone number
- Applicant's** name, address and phone number
- Acres** -Total number

### SITE PLAN REQUIREMENTS

- **Site and Paving Plan**
  - Footprint/layout of all existing and proposed structures with dimensions
  - Layout of all existing and proposed paving improvements, including parking areas with dimensions
  - Access to proposed structures, including emergency access
- **Site Grading/Drainage Plan**
  - Existing and proposed contours at 2' intervals
  - Finished floor elevations for all existing and proposed structures
  - All existing and proposed drainage easements with dimensions
- **Utility Site Plan**
  - Size and alignment of all existing and proposed utilities (domestic and fire protection water, sewer, gas, electric, telephone, cable, etc.)
  - All existing and proposed utility easements with dimensions

### BUILDING SUBMITTAL REQUIREMENTS

ICC 2012 Building and Fire codes

Professional sealed requirements see matrix for other requirements

#### **3 complete sets of final construction plans described as follows:**

- Final Construction plans for structure/building. Sealed by architect/engineer if greater than 10,000sq ft.
- Final Construction plans for all utilities. Must be sealed if greater than 10,000 sq ft **OR** if electrical plans include 270/480 volt services
- Final Construction plans for all drainage facilities and structures. Must be sealed by professional engineer if greater than 10,000sq ft.
- Energy Compliance worksheets required
- Engineer Seal required on Public Infrastructure equal to or exceeding \$20,000



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## PROFESSIONAL SEAL PLAN REQUIREMENTS

**Matrix for Requiring a Professional Seal on Plans**  
The matrix below identifies those areas a sealed plan is required.

Site Planning & Construction Documents	Proposed Building Size in Square Feet		
	< 5,000	5,000 to < 10,000	10,000 & Larger
Site/Civil Site & Utility Plans Grading & Drainage	N/A N/A	N/A N/A	PE PE
Architectural Floor Plan & Elev. Wall Sections Roof Truss & Beams	N/A N/A N/A	N/A N/A PE	RA PE PE
Foundation	PE	PE	PE
Electrical	N/A	N/A	PE
Electrical (270/480)	PE	PE	PE
Energy Compliance Worksheet	Required	Required	Required
Mechanical	N/A	N/A	PE
Public Infrastructure with \$20,000 or more	PE	PE	PE
TDLR (New Construction)	Required	Required	Required
TDLR (Renovations over \$50,000)	Required	Required	Required