



(updated 10-28-2016)

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

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

There are two ways to submit for F&F.

Method A:

When submitting for a full building permit and you wish to obtain a F&F ahead of the full permit.

- Submit building permit application and plan review fee based on full valuation.
- Submit 2 full complete 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.

Important: This does not establish your submittal date for full issue review, that date is established when complete constructions plans are submitted.

- 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
 - Exterior elevations (Zoning review)
 - Engineered underground plumbing
 - Underground electric