

# **Phased Permitting Process**

## ***Pre-Approval Requirements for Phased permitting***

### ***Prior to beginning phased submittals a meeting with BLD Services is required***

1. Provide a detailed plan for phasing of the project. Include plan review/permitting and construction.
2. We will not allow the submittal of the subsequent phase until the previous phase is permitted.
3. All fees must be paid at the time of issuance of the first phase.

### ***Phase I - Minimum documents required at log-in for Footing/Foundation only:***

1. Complete Code analysis
2. Structural drawings and calculations for the entire building.
3. All site plans and civil drawing.
  - Civil site plan showing grading and drainage
  - Identify location for Fire Hydrants and Fire Department Connections
4. Below grade utilities and fire lines
5. Fire department access
6. Elevations – identify exterior exiting
7. Use and parking with off-street loading calculation
8. Landscaping – Areas for perimeter and interior parking lot
9. Disclaimer for subsequent reviews
10. All fees must be paid at time of Footing/Foundation permit issuance. These fees include: Public utilities, building permit, 1% state fee, and all impact fees.

### ***Phase II - Minimum documents required at log-in for shell building only:***

All submitted documents for Phase I plus the following:

1. Egress plan(s)
2. Mechanical, Electrical and Plumbing construction documents and associated specifications (as applicable)
3. All fire rated construction documentation (as applicable)
4. Door and Window schedules
5. Accessibility plan(s)

### ***Phase III - Minimum documents required at log-in for Tenant Finish only:***

All submitted documents for Phase I and II plus the following:

1. Additional Egress Plan(s) (as applicable)
2. Mechanical, Electrical and Plumbing construction documents and associated specifications (as applicable)
3. All fire rated construction documentation (as applicable)
4. Accessibility plan(s) (If changes are made)
5. Interior finishes
6. Interior door and Window schedule