



Building Services
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GEN-11
Scheduling Commercial
Over-the-Counter
Permit

Plan Submittal Requirements

To begin the Over-the-Counter (OTC) permit application process, the applicant must provide the following information:

- Signed and completed application form
- Three (3) sets of completed plans on a minimum size of 18" X 24" (or smaller pages tile-printed) that include:
 - Fully dimensioned floor plans showing existing and proposed walls.
 - Scaled to 1/8" = 1 foot or 1/4" = 1 foot
 - Key plan showing location of project, vicinity within the building, and orientation
- Incomplete applications will not be reviewed and may require the applicant to reschedule.

When Available?

OTC Staff is available on **Tuesdays, 1 p.m. to 4 p.m.**, and **Thursdays, 9 a.m. to 11 a.m.** To best manage our resources, all OTC applications must be scheduled a day in advance.

Additional guidelines to consider:

All OTC applications must be scheduled a day in advance, and should be small enough that the Plan Review can be completed within 30 minutes.

- Arrive at the scheduled time and be present if any questions need answering or additional information is required during the review.
- Be prepared to pay for your Building Permit(s) with cash, check, or credit card (MasterCard or Visa).
- Mailed or dropped-off permit applications will be processed as usual on a first-come, first-served basis and will not be accepted as an OTC application.