



INFILL PERMIT INFORMATION

INFILL PERMITS WITH NO CHANGES

What is an Infill?

When you move a business into an existing structure or building, that is called an Infill.

I am just using the space for storage; do I still need a permit? Yes.

I am not making any changes, why do I need an Infill Permit?

There are several reasons we require a permit.

1. We need to check the zoning for this address to make sure you are putting in a business that is approved for that zoning classification.
2. We need to see if there were Code Violations made by the prior tenant that could be a safety hazard.
3. We need the current tenant information for that space

I am only making "some" changes, Do I need a Permit? Yes

1. If there is any work that needs to be done to put your business in to the structure, we want to make sure it is up to code.
2. If there are any changes being made at all, (i.e. new walls, demo of any kind, new plug ins etc.) we will need engineered drawings submitted with the permit.

What is the cost of the permit?

An infill permit with no changes is \$60.00

What is the permitting process?

1. Fill out the Infill permit and submit a floor plan with dimensions. Payment is due at the time of application.
2. If you haven't already filled out a business license application, you will need to do this at this time. Please note, if you delay in applying for a business license it WILL delay the issuance of the infill permit.
3. The review time will vary depending on the time of year and number of permits being submitted at that time.
4. Once your permit has been approved you will receive a call stating that you can pick it up.
5. You can pick up your permit at the Building Regulations Dept. When you pick up your permit you will be given a form signed by the Chief Building Inspector. **Please take this form to the Utility Office to sign up for utilities prior to a Certificate of Occupancy being issued. However, if said business opens prior to a Certificate of Occupancy the city has the authority to disconnect the utilities until a CofO has been issued.**

When can I get Utilities in my name?

When your permit is ready to be picked up you will receive a form signed by the Chief Building Inspector. **This form can be taken to Utilities immediately to set up an account.**

When do I call for an inspection?

This depends on the amount of work being done. If no changes are being made, then call when you are completely move in and ready to open your doors for business.

Minimum Requirements for an Infill with no changes:

1. Address numbers must be placed front & back, in a position that is plainly legible with a minimum of 4-inch numbers.
2. Egress doors marked with exit signs
3. Emergency lighting
4. 1 10lb ABC fire extinguisher
5. Water closet electric outlets must be GFIC protected.
6. Any electric outlet within 6 feet of a sink or water source must be GFIC protected.
7. Water closets and toilet compartments shall meet ADA guidelines

Most common reasons for a failed Infill inspection:

1. Exit signs not working
2. Emergency lighting not working
3. Building address and/or Suite numbers not on front and back.
4. Ground fault interrupter will not trip or is missing.
5. Fire extinguishers not charged or missing
6. HVAC unit & duct work is not in working condition.
7. Wiring not terminated in an approved junction box.
8. Wrong type of door locks.
9. Non permitted construction work from last tenant.

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