Use this checklist to ensure that all necessary information is provided for review of your project.

**Requirements for Submittal**

- A completed permit application.
- Two (2) sets of architectural drawings.
- Two (2) sets of engineering drawings and calculations (if applicable)
- Two (2) sets of NREC compliance forms (if applicable)
- Two (2) Occupants of intended use applications
- Island County Health Dept Approval (Food & Drink Service)
- One (1) copy of a current Washington State Contractor License.

**Plans to include the following:**

- All interior wall corridors, door swings and windows
- Required fire walls and door locations
- Plumbing & Mechanical fixture locations
- Location of fire alarm components, sprinkler heads, emergency lighting exit signs, etc.
- All new work to be done, clearly marked separate from all existing walls, fixtures, etc.
- Handicap parking and access into the building all the way to the altered area.
- Cross section showing any new wall and ceiling construction

**APPLICATIONS ARE ONLY CONSIDERED COMPLETE IF ALL INFORMATION REQUESTED ON FORMS IS FILLED IN.**