



Scope of Work – Commercial
Office of Building Services
FBC 2023 8Th Edition

Jobsite Address: _____

Permit# _____

Select best job description:

- ☐ Change of use **without** alterations
- ☐ Change of use **with** alterations.
- ☐ Reconfiguration only of existing space. Same Occupancy type, or use.
- ☐ Additional/Reduction of space to existing Business/Occupancy type.

General Plan Requirements:

1. A legible scaled site plan is required of the unit/space location, showing the use/occupancy type of all adjacent business to the location.
2. An existing dimensioned floor plan is required showing sizes and use of all rooms.
3. A proposed floor plan is required if any changes are to be made.
4. Show the size and use of each room/area to determined occupancy load
5. Show locations of emergency lighting, exit lights, fire extinguishers and sprinkler heads if present.

For the following types of construction, please list the areas or rooms where that type of construction may be performed: (Offices, Conference Room, Sales, Storage, Waiting Rooms). You may specify areas where no work is to be done as existing or no changes. List any special conditions in the additional information area.

Building: _____

Electrical: Changes or additions will require current load calculations and for proposed new load

Plumbing: Any relocations or additions

Mechanical: New energy calculations are required for any changes or added areas

Gas: _____

Additional information/ Special conditions:

NOTE: This application analysis is only for construction plans only. Building Permits may require approval of other departments or procedures before a building permit may be issued. ADA/FAC requirements will be addressed during the reviews process.

Form Prepared by: _____

(Signature)

(Print Name)

Reviewed by: _____

Date: _____

Notes: