

## COMMERCIAL PROJECT CHECKLIST

- \_\_\_\_\_ 1. One set of plans with Appendix B (Required).
- \_\_\_\_\_ 2. Commercial plan review form (Required).
- \_\_\_\_\_ 3. Copy of Zoning Approval (Required) from appropriate jurisdiction.
- \_\_\_\_\_ 4. Building Permit Application (Optional); not necessary until plans have been reviewed.
- \_\_\_\_\_ 5. Lien Agent Certificate (if cost of project is over \$30,000).
- \_\_\_\_\_ 6. Workers Compensation Certificate (over 3 employees).

\*\*If project is in the jurisdiction of Mt. Airy or Elkin Fire Departments;  
a set of plans will need to be delivered to their office as well.