

Foundation Only Checklist

The following are the minimum submittal requirements for an application for a Foundation Only Permit for commercial and multifamily projects:

APPLICATION

- Building Permit Application
- Contractor registration for GC and trades who will be performing work under the Foundation Only permit
- MEP worksheets (if applicable)

DRAWINGS

- Structural drawings for all building work to be included in the permit with the scope of the requested work clearly identified on all plans (i.e. “for Foundation Only”).
- Soil retention system drawings (if required).
- Civil engineering drawings, including site plans with topographic data and showing all proposed utility locations.
- Underground plumbing and electrical work drawings (if scope is part of Foundation Only permit).
- Construction fence/sidewalk protection drawings. Construction fence requires a separate permit.
- Building floor plans, elevations, and small scale sections complete to at least the Schematic Design level. Parking spaces and access thereto must be fully dimensioned somewhere on the drawings in the building permit set for information only purposes.
- Drawings must show and note any construction proposed on City property and approval for these encroachments must be given by the City Council before a foundation only permit will be issued.

CALCULATIONS

- Structural calculations for the building work included in the permit
- Structural calculations for soil retention system
- Soils Report
- Civil engineering work calculations

MWRD

- Procure a full MWRD Permit or an Earthwork/Foundation Limited MWRD Permit for the project

Note: Foundation Only permits are issued on an “at risk” basis to the owner/developer and do not imply approval of elements in subsequent Building Code, MWRD, or Zoning Ordinance reviews.