

PERMIT REQUIREMENTS

Building – Commercial – Modular Buildings

- 1) Light Commercial / General Contractor (RL, or GC)¹ - License Requirements.
 - a) If Electrical, Mechanical, and/or Plumbing is required, contractor must meet State License Contractor – License Requirements.
- 2) Unless the person in the office is on the business license, we will require a company check or company credit card (Visa, MasterCard, or Discover). Only the individual(s) listed on the business license can pay cash, personal check or credit card.
- 3) If it is a pre-owned modular building the Industrialized Building (IB) Program allows existing Industrialized Buildings that are being renovated, moved, or changed in occupancy to go through the re-manufacturing process. The re-manufacture process in the IB program requires the buildings to be brought into “substantial” compliance with current code. The re-manufacture process requires that an existing industrialized building be:
 - ❖ Inspected by a third party
 - ❖ New plans drawn to bring the building into substantial compliance and
 - ❖ The building be re-inspected by the third party to ensure the changes were completed by the contractor.
- 4) Once the building is approved by the third party, it will be issued a new DCA Re-Manufacture Insignia to be placed on the building.
 - ❖ **Exception:** On September 13, 2012, the Construction Advisory Board voted and approved a modular building of Group B occupancy to be allowed if the DCA Insignia is less than five years old, at the discretion of the Building and Fire Departments.
- 5) Required Submissions
 - a) 3 sets of drawings to include an approved site plan
 - ❖ Once approved, the contractor, our office and the Fire Marshall will each keep a copy for records.
 - ❖ See “Architect Stamp Requirements”
 - b) New Commercial Application (online, [New Commercial Application](#)) completed by contractor
 - ❖ If the contractor is unknown at time of submittal, then a letter of transmittal with contact information is sufficient to begin the review process.
 - ❖ Names of Sub-Contractors
 - (1) We do require this information prior to release of Building permit on job.
 - (2) If there is a change in the sub-contractor, we will require the change to be noted in writing from the building contractor on company letterhead prior to issuance of sub-permits.
 - ❖ Total contract cost (including everything)
 - ❖ Job cost (total contract less electrical, mechanical and plumbing)
 - ❖ Contact name and phone number