

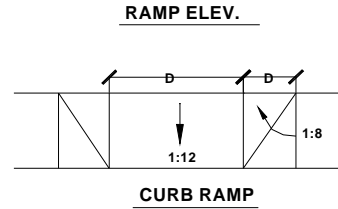
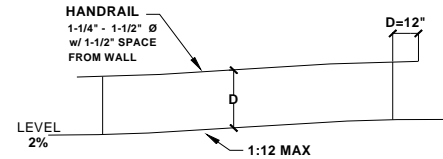
## REQUIREMENTS FOR CHANGING THE USE OF EXISTING BUILDING

### REQUIRED:

Provide one set of plans, drawn to scale, which includes the following:

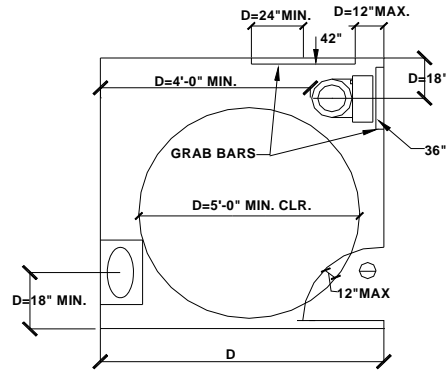
- 1. Site plan**  
Fully dimensioned drawn to scale showing all existing buildings. Indicate the use, type, number of stories and number of dwelling units for all buildings. Show lot size, streets, alleys, loading zone and parking areas. (See example on back)
- 2. Parking layout**  
Fully dimensioned, showing stall width, length, and angle of parking. Indicate standard, compact and handicapped parking spaces. Provide parking analysis (if additional parking is required).
- 3. Floor Plan**  
Floor plan showing existing and proposed area of remodel. Indicate use of all areas and rooms, show all existing and proposed partitions, size and direction of swing of all doors and specify door type and hardware. (See example)
- 4. Equipment and fixtures**  
Show locations of: shelves, machinery, counters, tables and fixed seats etc.
- 5. General notes and details**  
For example: Notes required by Health Department , new construction notes, etc.
- 6. Disabled Access Requirements**  
Show disabled access parking, access ramps, path of travel, restrooms and phones accessible to the disabled, signs, general notes and details. (See example)
- 7. Records of Building**  
Copy of "Certificate of Occupancy" and previous building permits showing the use of the building, and number of parking spaces required and provided and occupancy.
- 8. Construction Details**  
Show details for construction of partitions, ceilings, ramps etc. Also detail construction of exterior wall when new occupancy requires increased fire rating.

Note: If the proposed change of use can not be checked over the counter, three sets of plans shall be submitted for Regular Plan Check.

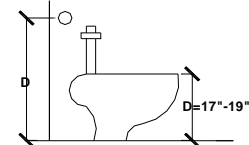


**NOTES:**

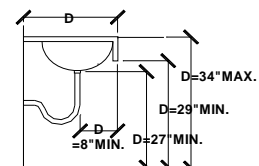
1. D = DIMENSION REQ'D
2. EL = ELEV. REQ'D
3. ⊙ DOOR SCHEDULE REQ'D
4. (E) = EXISTING
5. (N) = NEW CONST.



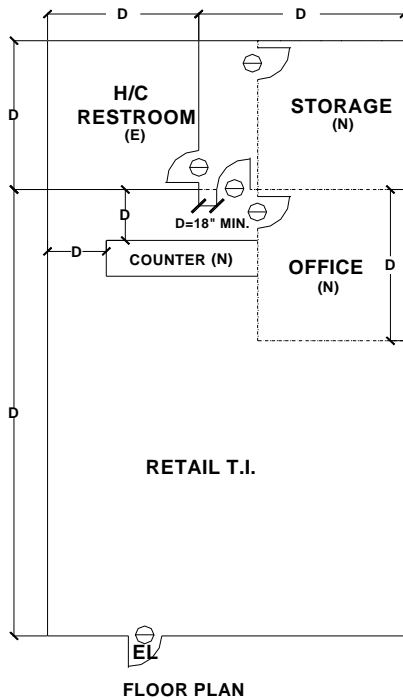
**PLAN VIEW - TOILET ROOM**



**DETAIL - WATER CLOSET**



**DETAIL - LAVATORY**



**LEGEND**

- (E) NON-BEARING PARTITION WALLS
- - - (N) NON-BEARING PARTITION WALLS

**FLOOR PLAN**