

# FAST TRACK CERTIFICATE OF OCCUPANCY

## SUBMITTAL CHECKLIST AND STANDARDS

### SUBMITTAL CHECKLIST

#### Drawings:

- **Floor Plan** – Provide a floor plan, with measurements reflecting all openings, rooms and spaces with their intended uses.

*NOTE: For multiple levels or floors, provide a floor plan for each level or floor.*

#### Documents:

- **Project Narrative** – Provide a description of the business to include all business activities to take place at the proposed location.

*NOTE: The project narrative must include the name of the Building Plan Reviewer and the name of the Planner who assisted with the pre-consultation.*

#### Other Information:

- **Pre-Consultation** – Must contact both the Meridian Planning and Building Divisions to confirm if the Fast Track Certificate of Occupancy application can be used.

*NOTE: Take note of the name of each staff member, from both the Planning and Building Divisions, as this information will be required in the Project Narrative.*

### SUBMITTAL STANDARDS AND FILE NAMING REQUIREMENTS

#### All drawing sheets must be submitted:

- In a PDF format
- In landscape format in the horizontal position
- With a space reserved in the upper left corner for City Approval stamps
- Drawn to scale with each sheet stating the scale
- As individual sheets
- With a file name allowing for easy identification of the drawing content.  
*Example: CS – Cover Sheet; SP1 – Site Plan; S4.0 – Structural Roof Framing; E2.0 – Electrical Schedule*
- As print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.

#### All documents (non-drawing files) must be submitted:

- As searchable PDF files