

## **NEW BUSINESS IN EXISTING BUILDING**

Welcome to Dalton Township! If you are a new business to an existing building, you will be asked to submit 4 copies of a one sheet drawing, to scale, from an architect, minimum size 11" x 17" (1 sheet with seal required). The review process depends on the circumstances for each individual building and use, but takes an average of 10 days. The one page drawing, in site plan format, should contain the following building information:

- Use\* and occupancy classification
- Occupant load
- General building heights, square footage and areas
- Floor plan showing how interior will be utilized
- Construction type
- Fire and smoke protection:
  - Fire extinguishers
  - Emergency lights
  - Exit lights
  - Smoke Detectors
  - Sprinkled or non-sprinkled
- Emergency access – Accessibility from the roadway
- Fire hydrants – if on the property
- Means of egress – from inside the building out; all exits, door swings
- All new business shall be required to have a knock box on the exterior of the building. If a knock box exists, at the time of final approval, keys shall be placed in the box for all locked portions of the building, including exterior doors. If a knock box does not exist, one shall be purchased and installed in a location approved by the Fire Department.

\*If the use is a change from the last occupant, the building shall be brought to current standards. This determination will be made by the Code Officials. If any changes will be made to the building, you will need to submit construction prints.