



# CITY OF HIGHLAND BUILDING & SAFETY DIVISION

27215 Baseline St., Highland Ca, 92346

Permit Counter: (909) 864-8732 X 232 | Inspection Request Line 909-864-8732 X 228

## Commercial Floor Plan

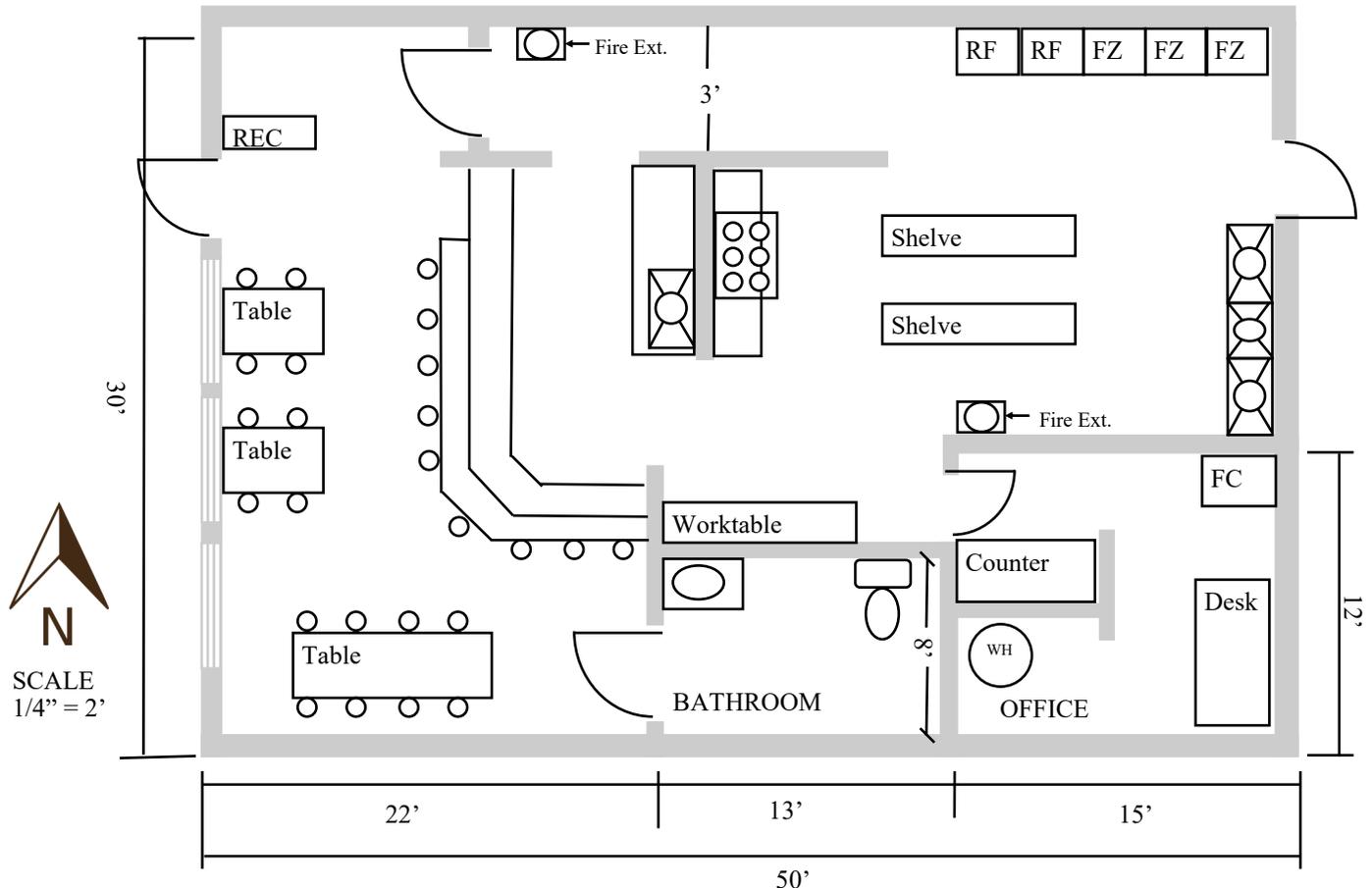
Please use a separate sheet of paper for each plan

- Plans should accurately depict the building layout.
  - Show all tables, desks, windows, entrances & exits, restrooms, hallways, storage areas, and location of any fire extinguisher(s).
- Plans should be legible and to some discernable scale.
- Provide the square feet of the building or tenant space.
- Include all dimensions, show all rooms and identify their use and size.
- Include owners name and contact information, Suite, address or assessors parcel number, name and type of business
- Submit 3 copies of the plans to the city

Note: Poorly drawn plans could cause delays and may be rejected.

Please contact Building and Safety staff should you have any questions. 909-864-8732

**- Please note this is only an EXAMPLE -**



Owners Name Telephone Number Email	GENERAL RESTAURANT Address: 1234 Main St. Suite 12	Date: 04/1/2021 Scale: 1/4" = 2'
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