

**COMMERCIAL PLAN SUBMITTAL REQUIREMENTS
BUILDINGS LESS THAN 5,000 SQ.FT.**

Name of Applicant _____

Building Address _____

Phone No. _____ Permit Application No. _____

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the following items have been checked by you, sign the bottom of the form and have the Building Department verify that all required information is included. Submit this form with your application, deposit, 3 sets of plans, and associated documents for Building Department review. NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

COMMUNITY DEVELOPMENT ACCEPTANCE FOR REVIEW

___ Project must have Planning Commission approval or be scheduled for final approval on the next available Planning Commission agenda

Plan Review Deposit for Multi Family and Commercial (will be credited toward permit fee)

___ 0 to 4,999 Square feet----- \$1,000.00

___ 5000, to 9,999 square Feet-----\$2,000.00

___ 10,000 square feet and larger-----\$3,500.00

Plan review deposits are to be paid upon application for a building permit.

THE BUILDING PERMIT APPLICATION

___ Architect's and engineer's name and phone number

___ Contractor's name, phone number, address, and contractor's state license numbers for:

___ General contractor

___ Electrical contractor

___ Mechanical contractor

___ Signature of owner, contractor, or authorized agent with date signed

SITE PLANS (3 copies)

___ Detailed site plan indicating all setbacks, parking, buffer walls, and all Planning Commission conditions

___ Storm drainage plan (include stamped engineer's calculations for on-site detention & retention and total site impervious area)

___ Site utility plan with: sewer and water line sizes, water meter size, fire line, and fire hydrant locations

___ Formal landscape and irrigation plans

BUILDING PLANS (3 copies)

* ___ Utah State registered architect=s and structural engineer=s stamps, signature, and dates should be on pages for which each design professional is responsible and a wet stamp is required on at least the cover or title sheets

* ___ Code analysis 2009 IBC

___ Area of building

___ Height and number of stories

- ___ Type of construction
- ___ Whether building is fire sprinklered/fire alarms as required
- ___ Occupancy group
- ___ Occupant load
- ___ Floor plans clearly indicating specific uses of all areas (1/8" scale or larger)
- ___ Location of occupancy fire separation walls
- ___ Elevations
- ___ Door and hardware schedules
- ___ Window schedule
- ___ Room finish schedule
- ___ Stair details for all interior and exterior stairs
- ___ Handrail and guardrail details
- ___ Wall sections completely labeled and detailed
- ___ Structural drawings
- ___ Footing and foundation plan
- ___ Wall construction
- ___ Floor framing plans
- ___ Roof framing plans
- ___ Details including how diaphragm connections transfer shears to vertical shear resisting elements
- ___ Disabled access provisions including details for ramps, bathrooms, maneuvering clearances, etc.
- ___ Special inspection requirements

ELECTRICAL PLANS (3 copies)

- ___ Single line diagram of building service
- ___ Lighting and power plans
- ___ Emergency Lighting Plan when required
- ___ Fire alarms and smoke detectors as required
- ___ Exit signage
- ___ Electrical panel schedules

MECHANICAL PLANS (3 copies)

- ___ Plumbing fixture locations and riser diagrams
- ___ Mechanical engineer's stamp, signature and date for complex designs & restaurants
- ___ Mechanical plans including smoke and fire damper locations
- ___ Mechanical equipment schedules and efficiency ratings/sizing form see attached

STRUCTURAL CALCULATIONS (2 copies)

- ___ Engineer's stamp, date, and signature
- ___ Design criteria
- ___ 2009 Edition International Building Code
- ___ 90 mph wind speed (3 second gust), Exposure C
- ___ Seismic Design Category E (Use Group III-Category F) or per soils report
- ___ 43 psf ground snow load (=30 psf roof) use ASCE 7, Section 7.7 for drifting
- ___ Soils report.
- ___ Complete lateral analysis

MATERIAL SAFETY DATA SHEETS (2 copies)

- ___ MSDS@ for any flammable and combustible liquids and/or hazardous materials including maximum amounts to be on site

BUILDING ENERGY ANALYSIS (1 copy)

- ___ Energy analysis and Certification indicating compliance with 2009 IECC ANSI/ASHRAE/IESNA 90.1-2007 with copy of printout (COMcheck-EZ is acceptable)

