



COMMERCIAL PLAN SUBMISSION CHECK LIST

SUBMIT THE FOLLOWING FOR A COMPLETE AND TIMELY PLAN REVIEW:

1. Plan Review deposit of \$500.00 must be paid when submitting for a Commercial building permit.
2. Fill out application completely, date and sign. Be sure to include the following information:
 - A) Building name and address.
 - B) Owner's name. (This will be the name of the owner of the parcel-not the prospective owner of the building.)
 - C) Architect's and engineer's names and phone numbers.
 - D) General Contractor's name, address, license number & phone number.
 - E) Sub-contractors' names, license number & phone numbers.
3. Submit **2 sets** of complete Site Plans. Must show accessible parking with access aisles, signage location, and accessible routes from the public way to all buildings on the site with details of slopes and cross-slopes. Retaining walls, elevations & drainage must also be shown on all site plans.
4. Provide **2 complete sets** of Building plans: Architectural, Structural, Electrical, Mechanical and Plumbing. (Plans must be wet-stamped, signed and dated in a discernable color by a qualified professional licensed in the State of Utah.)
5. On the cover sheet show:
 - A) Index of pages in the plans.
 - B) Complete code analysis of the structure in accordance with IBC 2006.
6. Submit 2 sets of heat loss and duct sizing calculations wet signed and dated by the designer. Lengths of ducts, fittings and duct material should be designated. These should correlate with the duct sizes shown on the mechanical plans.
7. Submit 2 signed and dated sets of 2006 COMchecks.
8. Submit 2 copies of the Geotechnical Report that has been wet-stamped and signed by the engineer at the time of submission.
9. Additional information to be included on the plans:
 - A) **Enlarged** restroom plans with dimensions including details to show that accessibility requirements are met.
 - B) Complete floor plans, door and window schedules, etc.
 - C) Any fire-resistance-rated walls and/or floor/ceiling assemblies in their entirety on the plans.
 - D) Provide the name of the structural steel fabricator to be used, if applicable.
 - E) All documents required by IBC Chapter 17 shall be submitted at time of permit application.