



## COMMERCIAL LOG-IN CHECKLIST

Project Street Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Project Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Contact Fax: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 Screened by: Code \_\_\_ Zone \_\_\_ Structural Review Needed \_\_\_ Y \_\_\_ N Shell Building \_\_\_ Y \_\_\_ N

N/A	REQ'D	OK	GENERAL REQUIREMENTS:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> Please provide two (2) <u>complete sets of plans</u> , rolled separately. Include in each roll a copy of all calculations specifications, energy analysis, equipment cut sheets and any other documents pertinent to the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Provide the <u>occupancy classification</u> for each building or part per ICC requirements. Show on plans the <u>type of construction and actual and allowable area calculations</u> for each building per code. (Code Analysis) Also indicate <u>occupant load of each room and area</u> . Parking calculations for each use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Bluffdale is currently using the <u>2006 International Codes</u> with State amendments which includes the Building, Plumbing, Fuel Gas, Mechanical and Fire codes. Along with the Existing Building code (1997 UCBC), the 2005 National Electrical Code and Accessibility Code ANSI A117.1-2003
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Provide <u>Sheet Index</u> ; list all sheets in the submittal set and the order in which they are attached to the full set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> Provide fully dimensioned <u>plot plan</u> drawn to scale. Show lot size, streets, alleys, and setbacks, also include property lines, street lights, hydrants, water meters, etc. Indicate location size, use and type of construction of all buildings including existing buildings. Zoning information needed includes landscape plans, elevations, parking lot layouts and calculations, historical approval, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Plans, specifications, calculations, energy analysis and soils report (if required) must be <u>sealed, signed &amp; dated by the architect or engineer</u> licensed by the State of Utah. Wet Seal on Cover Sheet. Copy on balance of sheets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Provide <u>construction details/cross sections</u> on plans showing compliance with codes. Provide details showing all openings and penetrations in corridor walls, or ceilings comply with code.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8.</b> Specify <u>street address and project name</u> on every sheet of the plans. Building will be identified using the City assigned address (building and/or suite) numbers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9.</b> Provide <u>total construction valuation</u> . If necessary, our staff may help calculate the correct valuation of the project based on current city approved valuation matrix. (ICC with regional and local qualifier)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10.</b> <u>Public Utilities approval</u> is required. (2) sets of Civil/Site plans are to be submitted to Public Utilities. Bluffdale City issues a building permit for onsite construction and requires complete plans from each discipline combined into a single submittals. Loose pages are not accepted.

