



COMMERCIAL – TENANT IMPROVEMENT CHECK LIST

SUMMIT THE FOLLOWING ITEMS FOR A COMPLETE AND TIMELY PLAN REVIEW:

1. Pay \$100.00 deposit. The balance of the permit will be paid at the time the permit is issued. Building valuation dollar amount must be also provided at this time.
2. Fill out application completely, date and sign. Be sure to include the following information:
 - A) Building address including suite number.
 - B) Subdivision Name. (if applicable)
 - C) Owner's Name (Owner of the Parcel, not the tenant)
 - D) Tenant's Name.
 - E) Type of business to be conducted.
 - F) Engineer's and architect's names, addresses and phone numbers. (if applicable)
 - G) General Contractor's name, address, license number & phone number.
3. On the cover sheet show:
 - A) An index of pages on the plans.
 - B) Site plan drawn to scale on no less than 8 ½" X 11" paper showing:
 - a. All existing and proposed buildings,
 - b. All existing and proposed hard surfaced areas, and
 - c. The distance to property lines from existing or proposed buildings and parking areas.
 - C) A code analysis of the project.
4. Provide **2 complete sets** of floor plans showing architectural, electrical, mechanical, plumbing and structural details, if any. Plans must be wet-stamped, signed and dated in a discernable color by a qualified design professional licensed in the state of Utah. Plans should include the following:
 - A) **Enlarged** restroom plans with dimensions.
 - B) Details for restrooms to show that accessibility requirements are met.
 - C) Details of all wall, floor and ceiling coverings and provide a door schedule.
 - D) Label the use of all rooms on the plans.
 - E) Details of any fire-resistant-rated walls and/or floor/ceiling or roof/ceiling assemblies in their entirety.
 - F) Location of the space in relation to entire building and the extent of the space. (Cloud or highlight, if necessary).
 - G) Applicable sections of a COM check.
 - H) A demolition plan, if applicable.
 - I) A complete exiting plan for the structure.