



PLAN SUBMISSION REQUIREMENTS COMMERCIAL

1. Pay \$500.00 deposit fee. This will be applied to the total permit amount.
2. Complete permit application form. Be sure to include:
 - a. Owner
 - b. Building address
 - c. All applicable contractor's information
 - d. All applicable architects and engineers information
3. Submit **PDF set** 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, and drainage must also be shown on all site plans.
4. Provide **PDF set** of building plans: Architectural, Structural, Electrical, Mechanical and Plumbing. (Plans must be stamped, signed, and dated by a qualified design 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 current building code.
6. Submit **PDF** of heat loss and duct sizing calculations 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 **PDF** of signed and dated COM-checks.
8. Submit **PDF** of the Geotechnical Report that has been stamped and signed by the engineer.
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