



COMMERCIAL PLAN REVIEW CHECK LIST

ALL DOCUMENTS TO BE SUBMITTED ON CD OR OTHER STORAGE DEVICE

SUBMIT THE FOLLOWING FOR A COMPLETE AND TIMELY PLAN REVIEW:

1. Pay a \$500 application fee. The balance of the permit will be paid at the time the permit is issued
2. Fill out application completely, date and sign. Be sure to include:
 - 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 and engineer names and phone numbers.
 - d) General Contractor's name, address, license number & phone number.
 - e) Current copies of contractor license, business license & proof of liability insurance as required by Utah Division of Occupational & Professional Licensing.
 - f) Sub-contractors' names, license numbers and phone numbers.
3. 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 included on all site plans.
4. Building Plans: Architectural, Structural, Electrical, Mechanical & Plumbing. (Plans must be wet-stamped, signed & dated in a discernable color 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 IBC 2015.
 - c) Indicate whether the structure is designed in accordance with IECC 2015 or ASHRAE 90.1-2013. The architect must select one of these options and apply it to the entire building
6. COMchecks (all portions) signed & dated by the applicable designers based on IECC 2015 or ASHRAE 90.1-2013 as specified by the architect.
7. Heat loss/cooling & duct sizing calculations wet signed & dated by the designer. These should correlate with the duct sizes shown on the mechanical plans.
8. Additional information to be included on the plans:
 - a) Occupancy load and egress plan for the structure as applicable.
 - b) Enlarged restroom plans with dimensions including details to show that accessibility requirements are met.
 - c) Complete floor plans, door and window schedules, etc.
 - d) Any fire-resistance-rated walls and/or floor/ceiling assemblies in their entirety on the plans.
 - e) Provide the name of the structural steel fabricator to be used, if applicable.
 - f) All Special Inspection documents required by IBC Chapter 17 shall be submitted at time of permit application.