



Building Services & Civil Enforcement
slcpermits.com
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Salt Lake City, Utah 84111

PO Box 145490
Salt Lake City, Utah 84114-5490

Office only

Updated 9/2014

Commercial Login Checklist (Interior Improvements, Remodels)

Property Address

Project Description

Name

Phone

Email

Please fill out the subsequent checklist. Be advised that, if you feel an item is not applicable (n / a) to your project, you must provide a reason prior to signing and submitting this form. By using the buttons next to the list items, you may access linked examples to help answer any questions.

N/A OK Explain

General Requirements

- 1 Valuation
- 3 **Street address and project name:** Specify street address and project name on every sheet of plans.
- 4 **Plan Sets:** Submit complete plans and supporting documents electronically, or provide 3 complete sets of plans and documents, rolled separately. All plans must be drawn to scale and contain a typical graphic scale. **Complete plan sets include:**
 - a Plans (site, architectural, structural, electrical, mechanical, plumbing, etc)
 - b Calculations
 - c Specifications
 - e Energy analysis documents
 - f Equipment cut sheets and
 - g Other drawings and documents pertinent to the project
- 5 **Code Analysis:** SLC is currently using: the 2012 International Codes with State amendments, including Building, Plumbing, Fuel Gas, Mechanical & Fire codes, the 2012 IECC Energy Code, the 2009 IEBC, the 2011 NEC, the 2009 Accessibility Code ANSI A117.1, and The City's Title 21 Zoning Ordinance.
- 6 **Sheet Index:** List all sheets in the submitted sets and the order in which they are attached to full set.
- 7 **Site Plan:** Provide a fully dimensioned site plan drawn to scale. Include the following information if applicable to the design:
 - a Property lines
 - b Lot size, streets, alleys, and setbacks.
 - c Street lights, hydrants, water meters, etc.
 - d Indicate location size, use and type of construction of all buildings
 - e Provide landscape plans, elevations, parking lot layout and calculations, historical approval, etc
 - f Provide size & location of Ground Mounted Utility Boxes.
- 8 **Deferred Submittals:** Certain items may be allowed to be deferred (provided after log in or permit issuance). Generally speaking, Building Code Reviewers require all building code related items to be submitted at the initial log-in for review with the plans. Only items with prior written approval may be deferred. Provide a completed Deferred Submittal form for these items.

BLD #		Received by
Date		Valuation
Code	Fire	Eng
Zone	Transp	PU
Plans	Specs	Calcs
Soils	Energy	DRT
Zone	Transportation	Planning
Fire	Structural In	Code
PU	Structural Out	Engineering
PC Case	B of A Case	

Impact Fees Required

N/A OK Explain

Architectural Requirements (if applicable)

- 9 **Plans:** Provide foundation, floor and roof plans, drawn to scale and dimensioned, for the total area(s) of work to be performed.
- 10 **Elevations:** Provide interior and exterior building elevations. Elevations must be drawn to scale and fully dimensioned.
- 11 **Details:** Provide construction details on plans showing compliance with codes. Provide details showing all openings and penetrations in corridor walls or ceilings.
- 12 **Sections:** Provide building and wall cross sections on plans showing compliance with codes. Provide referenced sections showing all openings and penetrations in corridor walls or ceilings.
- 13 **Schedules:** Provide window and door schedules.

N/A OK Explain

Structural Requirements (if applicable)

- 14 **Special Inspections:** The architect or engineer shall indicate on the plans the portion of the work requiring Special Inspection per code. Complete a Special Inspection form, and return before a permit can be issued.
- 15 **Structural Analysis:** Provide structural analysis, design, and detail for the building and / or structure(s) per code. The structural analysis shall be calculated using wind loading, seismic, snow, and exposures per code.

N/A OK Explain

Electrical Requirements (if applicable)

- 16 **Plans & Schedules:** Provide complete plans and schedules with load calculations.
- 17 **One Line Diagram:** Provide one line diagram with fault current calculations and grounding.

N/A OK Explain

Mechanical Requirements (if applicable)

- 18 **Plans & Schedules:** Provide complete plans and detailed equipment schedules showing equipment specifications including operating weight.
- 19 **Details:** Provide details on commercial hood installations, paint booths, etc.
- 20 **Seismic:** Provide details for all seismic bracing.

N/A OK Explain

Plumbing Requirements (if applicable)

- 21 **Plans:** Provide complete plans showing all water, waste, vent and fuel gas design.
- 22 **Fixture Schedules:** Provide a complete list of fixtures with their associated fixture units.
- 23 **Isometric:** Provide a DWV Isometric to current code.

N/A OK Explain

Other Approvals

- 24 **Public Utilities:** Public Utilities approval required. (2) Sets of civil / site plans to be submitted to Public Utilities.
- 26 **Transportation:** Transportation approval required. (2) Sets of civil / site plans to be submitted to the Transportation Division if applicable.

NOTICE: IBC 105.3.2: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

It is the responsibility of the applicant to attach revised plans to the existing set in the order required by the index sheet.

Applicant signature	Date
Title / organization	