



## Commercial Plan Review- Tenant Finish Checklist

Below is a list of information that is required to be submitted with building plans in order for City staff to process the request. If any of the required information is not submitted, the plans will be considered incomplete and will not be accepted.

Fees: Fees are based upon the valuation of the building. Other fees will be assessed before the permit can be issued. **The Plan Review Fee must be paid at the time of submittal.**

Staff will review the plans and check the boxes if the information has been included. As part of the application, please provide the following:

A compact disk (.pdf format) and two (2) sets of plans drawn to 1/4" scale (minimum 1/8" letters) that show:

- Building Plans: separated into folders labeled Architectural, Civil, Electrical, Mechanical, and Plumbing
- Property tax I.D. number
- Indicate shell construction vs. tenant finish
- Code analysis table:
  - applicable codes, occupancy, exiting, construction type, floor area, occupant load, fire sprinklers, and alarm requirements
- Floor plan: include the use of each floor/area
- Electrical: panels, lights, switching, outlets, emergency lighting, exit signs
- Mechanical: location, type and size of units
- ASHRAE/COMcheck
- Plumbing: pipe size and material, water heater, gas calcs
- ADA requirements shown, with all dimensions
- Wall sections for each type of wall
- Ceiling details
- Fire rated assemblies: listing and construction details
- Stair section and stair detail
- Each sheet is to be stamped by a Utah licensed architect or engineer for projects greater than 3,000 square feet
- Fire sprinkler plans must be approved by the Fire Marshal prior to construction

If the applicant wishes to contact representatives of Building Inspection, the following staff members will assist where possible.

<u>Staff Member</u>	<u>Title</u>	<u>Telephone</u>	<u>Fax</u>	<u>Email</u>
Skip Tandy	Commercial Plan Examiner	852-6411	852-7411	<a href="mailto:standy@provo.utah.gov">standy@provo.utah.gov</a>
Brent Taylor	Building Inspector	852-6452	852-6417	<a href="mailto:btaylor@provo.utah.gov">btaylor@provo.utah.gov</a>
Dan Stubbs	Chief Building Official	852-6459	852-7411	<a href="mailto:dstubbs@provo.utah.gov">dstubbs@provo.utah.gov</a>