



Commercial Plan Review 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 for Architectural, Civil, Electrical, Mechanical, and Plumbing
- Property tax I.D. number
- Project plan approval acceptance signed, and a copy of the mylar of **Site Plan & Utilities** (24" X 36") signed by the Engineering, Water, & Storm Water departments. Include all Project Plan approval items: distance from property line, parking, landscaping & sprinkler system. No building permit review will occur until project plan approval has been granted. (see attached flowchart)
- Code analysis table stating:
 - applicable codes, construction type, occupancy, exiting, occupant load (per room & total), building area and height, number of stories, fire sprinkler, and alarm requirements
- Geotechnical report required for larger projects
- Structural design parameters and calculations
- Footing and foundation plan including the location of anchors/hold-downs
- Floor plan: include the use of each floor/area
- Electrical: panel locations, lights, switching, outlets, emergency lighting, exit signs, load report, service and ground diagram
- Mechanical: size and type of units
- ASHRAE/COMcheck
- Plumbing: pipe size and material, venting, gas calcs
- ADA requirements shown, with all dimensions.
- Wall sections (footing to roof) for each type of the following walls:
 - Fire walls, fire barriers, fire partitions
- Ceiling and wall details
- Fire rated assemblies: listing and construction details
- Stair section/stair and guardrail detail
- Stucco system: ICC Report required
- Fire sprinkler plans must be approved by the Fire Marshal prior to construction
- Each sheet is to be stamped by a Utah licensed Architect/Engineer for projects greater than 3,000 square feet

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	standy@provo.utah.gov
Brent Taylor	Building Inspector	852-6452	852-6417	btaylor@provo.utah.gov
Dan Stubbs	Chief Building Official	852-6459	852-7411	dstubbs@provo.utah.gov