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.

Please apply for the application and provide the following in an electronic PDF format on the online at provo.org/portal:

- 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 new buildings and additions
- Structural design parameters and calculations - all pages must be consecutively numbered
- 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, type of units, and ducting
- ASHRAE/COMcheck
- Plumbing: pipe size and material, venting, gas, schematic and load 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
If the applicant wishes to contact representatives of Building Inspection, the following staff members will assist where possible.

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Title</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Anderson</td>
<td>Commercial Plan Examiner</td>
<td>801 852 6411</td>
<td>801 852 7411</td>
<td><a href="mailto:janderson@provo.org">janderson@provo.org</a></td>
</tr>
<tr>
<td>Hana Mauga</td>
<td>Building Inspector</td>
<td>801 852 6452</td>
<td>801 852 6417</td>
<td><a href="mailto:hmauga@provo.org">hmauga@provo.org</a></td>
</tr>
<tr>
<td>Doug Fallon</td>
<td>Chief Building Official</td>
<td>801 852 6454</td>
<td>801 852 7411</td>
<td><a href="mailto:dfallon@provo.org">dfallon@provo.org</a></td>
</tr>
</tbody>
</table>