



COMMERCIAL CHECKLIST

TENANT IMPROVEMENT

All plans must be drawn to a common scale, $\frac{1}{4}''=1'$ or larger, and must clearly indicate the location, nature, and extent of the proposed work. Plans lacking adequate detail will not be approved. Fees: Fees are based on the valuation of the project. Initial plan review will be performed within 15 business days. Subsequent reviews will be completed within 10 business days. Additional fees will be assessed when the permit is issued. **A Plan Review Fee must be paid at the time of submittal.**

Remember, this is not a comprehensive list and is meant only to be a helpful guide!

1. Required documents

Two (2) sets of plans (11"x17") drawn to scale that show:

- Building plans: separated into folders labeled Architectural, Civil, Electrical, Mechanical, and Plumbing
- Indicate shell construction vs. tenant finish
- Code analysis table including
 - 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:
 - Panel Locations
 - Lights, switching and outlets
 - Emergency lighting and exit signs
- Plumbing:
 - Pipe size and material
 - Water heater
 - Gas
 - Schematic and load calculations
- ADA requirements shown, with all dimensions
- Wall sections for each type of wall
- Structural design parameters and calculations - all pages must be consecutively numbered
- 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 for projects greater than 3000 square feet

**PLEASE REMEMBER! THIS IS NOT A
COMPREHENSIVE LIST AND IS ONLY TO BE USED AS A HELPFUL GUIDE. CALL
US AT 801-944-7000 IF YOU HAVE ANY QUESTIONS**