



## COMMERCIAL PLAN REVIEW CHECK LIST

SUBMIT THE FOLLOWING FOR A COMPLETE AND TIMELY PLAN REVIEW:

1. Site plan must be approved prior to submission of plans for building permit review.
2. A Public Improvement bond in the amount of \$5000.00 is required to be posted with the city prior to the issuance of a permit.
3. Full Plan Review fee must be paid when submitting for a commercial building permit. Building valuation dollar amount must also be provided at this time.
4. Fill out application completely, date and sign. Be sure to include:
  - a) Building name and address.
  - b) Owner's name. (This will be the name of the owner of the parcel-not the prospective owner of the building.)
  - c) Architect and engineer names and phone numbers.
  - d) General Contractor's name, address, license number & phone number.
  - e) Current copies of contractor license, business license as required by Utah Division of Occupational & Professional Licensing.
5. Submit in **electronic PDF format** complete Site Plans. Must show accessible parking with access aisles, signage location, and accessible routes from the public way to all buildings on the site with details of slopes and cross-slopes. Retaining walls, elevations & drainage must also be included on all site plans.
6. Provide in **electronic PDF format** Building Plans: Architectural, Structural, Electrical, Mechanical & Plumbing. (Plans must be wet-stamped, signed & dated in a discernable color by a qualified design professional licensed in the State of Utah.)
7. On the cover sheet show:
  - a) Index of pages in the plans.
  - b) Complete code analysis of the structure in accordance with IBC 2015.
  - c) Indicate whether the structure is designed in accordance with IECC 2015 or ASHRAE 90.1-2013. The architect must select one of these options and apply it to the entire building
8. Submit in **electronic PDF format** COMchecks (all portions) signed & dated by the applicable designers based on IECC 2015 or ASHRAE 90.1-2013 as specified by the architect.
9. Submit 2 sets of heat loss/cooling & duct sizing calculations wet signed & dated by the designer. These should correlate with the duct sizes shown on the mechanical plans.
10. Submit an electronic Geotechnical Report and **2 copies** of the Geotechnical Report that have been wet-stamped & signed by the engineer at the time of submission. Peer review is required on all geotechnical reports. A scoping meeting is required with Draper City's consultants prior to any geologic hazard investigation.
11. Additional information to be included on the plans:
  - a) Occupancy load and egress plan for the structure as applicable.
  - b) **Enlarged** restroom plans with dimensions including details to show that accessibility requirements are met.
  - c) Complete floor plans, door and window schedules, etc.
  - d) Any fire-resistance-rated walls and/or floor/ceiling assemblies in their entirety on the plans.
  - e) Provide the name of the structural steel fabricator to be used, if applicable.
  - f) All documents required by IBC Chapter 17 shall be submitted at time of permit application.