

COMMERCIAL NEW BUILDING PERMIT APPLICATION CHECKLIST

Documents listed below are in addition to any documents similar, or not, which may have been previously submitted for NSL Planning and Zoning approval.

Submit all plans to the building permit software with link:

https://utah.cityinspect.com/register?registration_id=rWcyrJDkhF

- Site Plans** of the property you're working on. Must include lot lines and dimensions.
Show all permanent structures on the property (ie: garages, concrete, sheds, etc)
Show drainage and grading, sewer & water tie-ins, topographical elevations & contours. Ask for an example from counter staff if you need help on this.
 - Set of Construction drawings**, must be stamped and signed by architect and engineer.
 - Floor Plans** of each floor.
 - Elevation drawings** (front, rear, sides) showing final grade.
 - Wall Section Detail** of each wall type (ie: bearing walls, shear walls, fire walls, exterior/interior walls.)
 - Framing details**
 - Footing & Foundation plans**, one of which must be wet-stamped and signed
 - Set of Electrical, Mechanical, and Plumbing Plans**
 - Copies of Structural Calculations** one of which must be stamped
 - Engineering Packets**
 - Geotechnical Investigation or Soils Report**, one set must be stamped
 - Retaining Wall Engineering (if applicable)**

 - Set of project manuals or specifications** for the project, one of which must be "wet-stamped"
 - Set of Storm Water Pollution Prevention Plan (SWPP)**
 - SWPP Project Manual** (See NSL Storm Water Checklist for minimum requirements)
 - SWPP Site Plan**
 - Notice of Intent (NOI)** From State of Utah Department of Environmental Quality
 - For pre-fabricated steel buildings: 2 sets of erection plans marked "for construction".**
One set must be wet-stamped and one copy of **Building Manufacturer's AISC** or **ICC-IAS approved fabricator certification**
 - PLAN REVIEW DEPOSITS:** \$500 for Commercial Projects. This amount will be deducted from the permit price. **Deposit due at submittal.**
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