

NEW COMMERCIAL BUILDINGS & ADDITIONS

Project Review Submittal Checklist

Building Safety Division



In an effort to increase productivity and expedite the plan review process, the City of Logan has revised its Commercial Building Project Review submittal policy. Due to repeated submissions of incomplete information for plan review, it has become necessary to require a **COMPLETE** submittal for all commercial projects. Partial or incomplete submissions cannot be accepted.

Applications with submittal information found incomplete will be returned to the applicant. Only submittals that are found complete will be accepted into the building permit process.

Project Address: _____

Project Name: _____

Contact Name: _____

Contact Phone: _____ **Contact Email:** _____

Y	N	DOCUMENTS REQUIRED FOR SUBMITTAL	# Copies
<input type="checkbox"/>	<input type="checkbox"/>	Completed New Building Permit Application, Plan Check Fee, & Submittal Checklist. Must have signatures of applicant or	1
<input type="checkbox"/>	<input type="checkbox"/>	Building Plans – 3 complete sets which include Architectural, Structural, Mechanical, Electrical, & Plumbing details. All plans must be stamped & signed by State of Utah Licensed Architect, Engineer, and/or Surveyor. One set must be wet stamped; other two can be copies. Plans shall include the following:	3
	<input type="checkbox"/>	<input type="checkbox"/> Cover sheet for building plans must include vicinity map, land use zone, table of contents, and code analysis which includes allowable area calculations, number of stories, height of building, type of occupancy, type of construction, area of building, occupant load, and fire areas. Specify if protected by fire sprinklers & fire alarm systems.	3
	<input type="checkbox"/>	<input type="checkbox"/> Site plan. Show existing/proposed buildings, parking, property lines, & setbacks.	3
	<input type="checkbox"/>	<input type="checkbox"/> Architectural elevations to scale, including list of colors, materials, wall coverings, height of building. Show compliance with the Planning Commission Permit Conditions of Approval.	2
	<input type="checkbox"/>	<input type="checkbox"/> Performance landscape plan as conditioned above showing location of trees, shrubs & groundcovers, a plant schedule identifying type of vegetation, quantity, and size, and irrigation plans showing location, size, make and model of backflow preventer, and type and make of supply piping.	3
<input type="checkbox"/>	<input type="checkbox"/>	1 electronic copy of all building plans, specifications, calculations, etc. in PDF format and one (1) digital copy of the site plans with building footprint in DWG format. *Please see Note below.	1
		<i>*Note: After final corrections have been made, and prior to issuance of the building permit, 1 new electronic copy containing a complete set of plans and all supporting documentation (i.e. engineering booklets, geotechnical reports, addendums, additional specs, etc) is required along with 3 complete sets of plans to the building department. All engineering and/or architectural stamps must be signed, dated, and must be viewable on the PDF images.</i>	1
<input type="checkbox"/>	<input type="checkbox"/>	3 sets Structural Plans with Specifications and Calculations.	3
<input type="checkbox"/>	<input type="checkbox"/>	3 Sets Fire Suppression or Fire Alarm systems, if applicable.	3
<input type="checkbox"/>	<input type="checkbox"/>	1 Set Energy Code Analysis - lighting, mechanical envelope compliance (2006).	1
<input type="checkbox"/>	<input type="checkbox"/>	2 Sets Soils and Geo-tech report for support of the structure, stamped & signed by a State of Utah licensed engineer. One set must be wet stamped.	2
<input type="checkbox"/>	<input type="checkbox"/>	Notice of Intent (Storm Water Pollution/Prevention Plan). www.waterquality.utah.gov	1
<input type="checkbox"/>	<input type="checkbox"/>	Traffic impact studies in PDF format, when applicable.	1
<input type="checkbox"/>	<input type="checkbox"/>	Electrical load data sheets. Specify existing utility transformer or proposed new transformer. Available on web under L&P Specs & Fees, Load Calculation Sheet.	2
<input type="checkbox"/>	<input type="checkbox"/>	For pre-fabricated steel building: 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.	2
<input type="checkbox"/>	<input type="checkbox"/>	Verification of recorded plat map. Contact Cache County at 179 N Main.	1
<input type="checkbox"/>	<input type="checkbox"/>	Planning and Zoning letter of approval, i.e. signed Conditional Use Permit (CUP), signed Design Review Permit (DRP), Historic Preservation, and/or other approval documents. (Designer should incorporate requirements from the Planning Commission Permit into the design of the project. This will be checked during plan review process). Contact P&Z for copy, 435-716-9021.	2
<input type="checkbox"/>	<input type="checkbox"/>	1 copy verification of legally existing lot or parcel document signed and approved by City staff. Contact P&Z 435-716-9021.	1
<input type="checkbox"/>	<input type="checkbox"/>	Food serving businesses must submit plans to Bear River Health Department. They are located at 5 E 1800 N. 435-792-6439	

All changes resubmitted should meet the same requirements and # of copies as above, applicable pages only.

NEW COMMERCIAL BUILDINGS & ADDITIONS (greater than 10%*)

Commercial Building Plan Review Submittal Checklist, page 2

Following is a list of items necessary to ensure that basic plan information is provided for plan review. This will streamline the plan review process to ensure that all information is provided to City staff which will enable personnel the ability to review building projects for compliance. The goal is a shorter plan review process.

BUILDING PLANS

Y	N	<u>Civil, Site, Grading, Utility and Demolition Plan</u>	Page #
<input type="checkbox"/>	<input type="checkbox"/>	Site Grading and Drainage Plans on drawings, stamped and signed by a State of Utah licensed design professional.	
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sediment Control Application – Plans to be incorporated with building plans if the lot or parcel is less than one (1) acre. If greater than one (1) acre, submit SWPP and Notice of Intent (NOI) from the State.	
<input type="checkbox"/>	<input type="checkbox"/>	Water Usage Calculations (indoor and outdoor) in PDF format and sewer calculations.	
<input type="checkbox"/>	<input type="checkbox"/>	Lift station drawings and calculations with operations manual.	
<input type="checkbox"/>	<input type="checkbox"/>	Site plan showing dimensions to property lines, show streets, new and existing building locations, and other buildings. Indicate finished grade elevation. Include a topographical map for sloped lots.	
<input type="checkbox"/>	<input type="checkbox"/>	Site utility plan showing all existing city water mains, culinary water service lines and size, sewer lines and size, other water lines and sizes, electrical, phone, cable, other utility locations and fire sprinkler underground mains (including diameters), canals/ditches, contour lines, easements, curb cuts. Profiles of all new utilities (water, sewer, storm, electrical transformers, phone, cable, etc.) showing existing/new grades, utility sizes, grades, and depth.	
<input type="checkbox"/>	<input type="checkbox"/>	Site plan clearly designating "Fire Department Access Roadways" and adjoining streets. (Include contour lines or similar elevation designation if grade changes are over 2%.)	
<input type="checkbox"/>	<input type="checkbox"/>	Site plan designating fire hydrants (new and existing).	
<input type="checkbox"/>	<input type="checkbox"/>	Site plans showing parking stalls with dimensions, number of parking spaces, ADA parking spaces, ADA parking signage, onsite sidewalks and ramps, ramp detail showing grade and cross-slope, mechanical equipment, and location of trash & dumpster enclosures.	
<input type="checkbox"/>	<input type="checkbox"/>	Show location and construction details of retaining walls.	
<input type="checkbox"/>	<input type="checkbox"/>	Indicate type of water supply piping materials.	
<input type="checkbox"/>	<input type="checkbox"/>	Site Drainage Calculations, stamped and signed by a State of Utah licensed design professional.	
<input type="checkbox"/>	<input type="checkbox"/>	Drainage System Operation and Maintenance Plan, stamped and signed by a State of Utah licensed design professional.	
Y	N	<u>Structural (Plans must be properly sealed by the designing professional/structural engineer.)</u>	Page #
<input type="checkbox"/>	<input type="checkbox"/>	Structural Plans and Calculations, 3 copies stamped and signed by a State of Utah licensed engineer.	
<input type="checkbox"/>	<input type="checkbox"/>	Identify special inspections on plans.	
<input type="checkbox"/>	<input type="checkbox"/>	Provide a Statement of Special Inspections in accordance with IBC 1705.	
<input type="checkbox"/>	<input type="checkbox"/>	Specify design loads and material specifications.	
<input type="checkbox"/>	<input type="checkbox"/>	Footing, foundation, piers, and grad beam plans with details of reinforcement. Show steps in elevation, hold down types and locations, bolt details for anchor bolts or other anchors.	
<input type="checkbox"/>	<input type="checkbox"/>	Wall framing and bracing details.	
<input type="checkbox"/>	<input type="checkbox"/>	Structural building sections.	
<input type="checkbox"/>	<input type="checkbox"/>	Floor framing plan and details.	
<input type="checkbox"/>	<input type="checkbox"/>	Roof framing plan and details. The engineer of record is to design truss bracing and roof connections including blocking, nailing, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	Provide truss drawings. Submit a letter of approval for the structural engineer of record of the project stating that he/she has reviewed the truss plans/design/layout to fabrication and that the trusses conform to their design requirements.	
Y	N	<u>Architectural (Plans must be properly sealed by designing architect or qualified engineer.)</u>	Page #
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map.	
<input type="checkbox"/>	<input type="checkbox"/>	Land Use Zone.	
<input type="checkbox"/>	<input type="checkbox"/>	Table of Contents.	
<input type="checkbox"/>	<input type="checkbox"/>	Specify the intended use of the building.	
<input type="checkbox"/>	<input type="checkbox"/>	Code Analysis - shall include allowable area calculations, number of stories, height of building, type of occupancy, type of construction, area of building, occupant load, exiting plan, fire areas, fire sprinklers and fire alarm systems, and other pertinent information necessary to perform a plan review.	
<input type="checkbox"/>	<input type="checkbox"/>	Complete egress plan for each floor. Include occupant load and travel distance. Identify all elements of the means of egress system (i.e. corridor, exit enclosures, etc.)	
<input type="checkbox"/>	<input type="checkbox"/>	Floor plans labeling usage of all rooms.	
<input type="checkbox"/>	<input type="checkbox"/>	Roof plans, elevations, and wall sections completely detailed showing insulation, materials, and details.	
<input type="checkbox"/>	<input type="checkbox"/>	Provide cross-sections, at least one (1) in each direction.	
<input type="checkbox"/>	<input type="checkbox"/>	Door and window schedule with details of door hardware.	

Commercial Building Plan Review Submittal Checklist, page 3

<input type="checkbox"/>	<input type="checkbox"/>	Finish schedule of walls, floors, and ceilings. Flame spread and smoke developed ratings of finish materials may be requested at plan review.	
<input type="checkbox"/>	<input type="checkbox"/>	Fire-resistance-rated assembly details of fire-resistance-rated construction at shafts, vertical exit enclosures, corridors, shafts, etc. Specify "listing" and penetration treatment requirements.	
<input type="checkbox"/>	<input type="checkbox"/>	Stair and shaft details. Show interior changes of elevations with stair or ramp detail as required. Show landings, risers, treads, handrails, guards, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	Acoustical ceiling installation layout. Detail an approved ceiling system and include a current ICC evaluation services report. Include bracing, wall angle, attachment, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	Fire sprinkler riser locations and standpipe locations.	
<input type="checkbox"/>	<input type="checkbox"/>	Smoke and heat vents.	
<input type="checkbox"/>	<input type="checkbox"/>	Emergency generator and fuel tank location. (May be drawn on civil plans if installed outdoors).	
<input type="checkbox"/>	<input type="checkbox"/>	Show details of ADA compliance, i.e. restroom fixtures, grab bars, counter heights, signage, and public amenities dimensioned.	
<input type="checkbox"/>	<input type="checkbox"/>	For remodels, additions, and renovations, the area of improvement shall comply with ADA requirements for accessibility for new construction. The existing portion of the building is subject to the Federal Accessibility requirements (25% rule). Show breakdown and detail.	
<input type="checkbox"/>	<input type="checkbox"/>	Portable fire extinguisher locations. (Exception – "shell only" permits).	

Y N Mechanical (Plans must be properly sealed by designing mechanical engineer.) **Page #**

<input type="checkbox"/>	<input type="checkbox"/>	Show location of HVAC equipment.	
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical equipment schedule.	
<input type="checkbox"/>	<input type="checkbox"/>	Supply and return duct locations.	
<input type="checkbox"/>	<input type="checkbox"/>	Fire and smoke damper locations and listed assemblies.	
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen exhaust hoods and ducts. Note: <i>Food service uses require approval from the Health Department.</i>	
<input type="checkbox"/>	<input type="checkbox"/>	a. Provide a detailed layout of all kitchen equipment.	
<input type="checkbox"/>	<input type="checkbox"/>	b. Provide fire suppression systems plans for kitchen hood.	
<input type="checkbox"/>	<input type="checkbox"/>	Dryer exhaust duct locations and sizes.	
<input type="checkbox"/>	<input type="checkbox"/>	Medium and low pressure gas piping locations.	
<input type="checkbox"/>	<input type="checkbox"/>	Access to mechanical equipment on roof.	

Y N Plumbing (Plans must be properly sealed by designing plumbing engineer.) **Page #**

<input type="checkbox"/>	<input type="checkbox"/>	Show location of all plumbing fixtures.	
<input type="checkbox"/>	<input type="checkbox"/>	Specify allowable plumbing materials.	
<input type="checkbox"/>	<input type="checkbox"/>	Show domestic water line locations and sizes from meter to and throughout the building and on the site plan from the main to the building.	
<input type="checkbox"/>	<input type="checkbox"/>	Sand and oil grease interceptor details, size, and location.	
<input type="checkbox"/>	<input type="checkbox"/>	Show sanitary waste lines and sizes from sewer main to and throughout the building and on the site plan from the main to the building. Note: Isometric drawings may be requested for complex systems as determined by the plan reviewer or inspector.	
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen pretreatment equipment including grease interceptors.	
<input type="checkbox"/>	<input type="checkbox"/>	Show interior roof and overflow drain lines and sizes.	
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing fixture schedule.	
<input type="checkbox"/>	<input type="checkbox"/>	Gas piping layout. Specify demand load, delivery pressure, size, and type of material.	
<input type="checkbox"/>	<input type="checkbox"/>	Medical gas piping.	
<input type="checkbox"/>	<input type="checkbox"/>	Show independent supply line for chemical dispensers in janitorial closets or kitchens that can be backflow protected.	
<input type="checkbox"/>	<input type="checkbox"/>	Backflow preventers, show location and type of backflow assemblies.	
<input type="checkbox"/>	<input type="checkbox"/>	Indicate Water Use Equipment (if known).	

Y N Electrical (Plans must be properly sealed by design electrical engineer.) **Page #**

<input type="checkbox"/>	<input type="checkbox"/>	Show service size and location of outside disconnect. Provide a one-line diagram of service, metering details, and sub-panels.	
<input type="checkbox"/>	<input type="checkbox"/>	Panel sizes, locations, and schedule.	
<input type="checkbox"/>	<input type="checkbox"/>	Outlet layout.	
<input type="checkbox"/>	<input type="checkbox"/>	Lighting and switch layout.	
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Fixture schedule.	
<input type="checkbox"/>	<input type="checkbox"/>	Exit signage. Show locations and specify directional, if applicable.	
<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting. Show locations and specify type, height, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	Standby and emergency power source.	
<input type="checkbox"/>	<input type="checkbox"/>	Provide seismic details for lights at suspended ceilings.	

Commercial Building Plan Review Submittal Checklist, page 4

<input type="checkbox"/>	<input type="checkbox"/>	Specify wiring methods.	
<input type="checkbox"/>	<input type="checkbox"/>	Specify locations of ground-fault-circuit-interrupter(GFCI), arc-fault, ground fault, and other protection.	
<input type="checkbox"/>	<input type="checkbox"/>	Specify hazardous locations and wiring methods desired. Show details of seal-offs, materials, etc.	

Y N Energy Code Compliance (incorporated into plans)

Page #

<input type="checkbox"/>	<input type="checkbox"/>	Building envelope (COMcheck analysis signed and printed on the plans.)	
<input type="checkbox"/>	<input type="checkbox"/>	Lighting compliance (signed and printed on the plans).	
<input type="checkbox"/>	<input type="checkbox"/>	Lighting fixture schedule (list fixture type, wattage, ballast bulb type, fixture count, and switching requirement).	
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical compliance (signed and printed on the plans).	
<input type="checkbox"/>	<input type="checkbox"/>	Heating and cooling load calculations - <input type="checkbox"/> attached to plans or <input type="checkbox"/> printed on plans.	

FIRE

Y N

Page #

<input type="checkbox"/>	<input type="checkbox"/>	Fire Flow at Hydrants- Provide a project specific letter from the Fire Department. Include static pressure if sprinklers are to be installed (1 copy).	
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Material Inventory and Classification report (if hazardous materials are to be used or stored on premises).	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler Riser Detail - location and backflow preventer, type, size, make, and model.	
<input type="checkbox"/>	<input type="checkbox"/>	Supply fire flow analysis for the building.	
<input type="checkbox"/>	<input type="checkbox"/>	a. Include time of flow, date of flow, location of fire hydrants used, static pressure, residual pressure and flow.	
<input type="checkbox"/>	<input type="checkbox"/>	b. Show line size and if dead end or circulating and direction.	

PUBLIC WORKS-SEWER/WATER

Y N

Page #

<input type="checkbox"/>	<input type="checkbox"/>	Provide proposed sewer flows for use in running City's sewer model.	
<input type="checkbox"/>	<input type="checkbox"/>	Provide proposed size calculations for sewer lateral.	
<input type="checkbox"/>	<input type="checkbox"/>	Show location of proposed water service and sewer lateral from main to building.	
<input type="checkbox"/>	<input type="checkbox"/>	Calculations defining proposed water usage and meter size.	
<input type="checkbox"/>	<input type="checkbox"/>	Acceptance from Public Works and City Engineer for completed subdivision, boundary line adjustment, recorded plat, OR	
<input type="checkbox"/>	<input type="checkbox"/>	The subdivision has had a final walk through and has been accepted by the City Public Works and Engineering Divisions for construction.	