



290 N 100 W Logan, UT 84321  
Phone: 435-716-9030 Fax: 435-716-9001  
[www.loganutah.org](http://www.loganutah.org)

## COMMERCIAL PLAN SUBMITTAL CHECKLIST

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.

**DIGITAL PLANS ONLY: ALL DOCUMENTS REQUIRED AT SUBMITTAL MUST BE ON A CD, THUMB/FLASH DRIVE, OR SUBMITTED IN A SINGLE EMAIL TO [loganplanreview@loganutah.org](mailto:loganplanreview@loganutah.org). Each required document shall be in PDF form, properly titled, and digitally stamped.**

- BUILDING PERMIT APPLICATION**
  - Applicant's name, address, contact phone number, email address, and signature of authorized agent
  - Property tax identification number
  - All contractors' names, State Contractor license numbers, and contact phone numbers
  - Plan Check Fee (contact the Building Department at 435-716-9030 to request the Plan Check Fee ahead of time).
  - Submit proof of ownership of property and copy of recorded County Plat Map
  
- FIRE SUPPRESSION OR FIRE ALARM SYSTEMS**, when applicable.
  
- SOILS AND GEO-TECH REPORT** for support of structure, signed & digitally stamped by a State of Utah licensed engineer.
  
- TRAFFIC IMPACT STUDIES**, when applicable.
  
- ELECTRICAL LOAD DATA SHEET** - Specify existing utility transformer or proposed new transformer. Available on web under L&P Specs & Fees, Load Calculation Sheet.
  
- FOR PRE-FABRICATED STEEL BUILDINGS: ERECTION PLANS** marked "For Construction" (digitally wet-stamped.) And one copy of Building Manufacturer's AISC or ICC-IAS approved fabricator certification.
  
- STORM WATER PLAN** (Either Option A or Option B) - [www.waterquality.utah.gov](http://www.waterquality.utah.gov)
  - Option A: Full Storm Water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) – required for review and approval if the amount of land that will be disturbed is greater than 1 acre or part of a larger “common plan of development”
  - Option B: Erosion & Sediment Control Plan – if the total amount of land disturbed is less than 1 acre and is not part of a larger “common plan of development”
  
- PLANNING & 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.
  
- COMPLETE SET OF PLANS (See pages 2-4 for plan requirements)**

## **PLAN REQUIREMENTS**

- Complete set must be stamped & signed by a State of Utah Licensed Architect, Engineer and/or Surveyor. Must be digitally stamped by licensed party.
- Plans must be in a properly titled PDF document, in landscape orientation, with pages bookmarked & indexed, with a 2"x2" blank square space on each page in the same location for the placement of a Logan City approval stamp.
- Plans must be unlocked for redlining purposes by the City Plans Examiners.

**\*All items on this list must be included on the plans in order for the Logan City Building Department to accept a submittal.**

1.  **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.
2.  **SITE PLAN**
  - Show all property lines with dimensions
  - Show all setbacks in feet and inches. This includes front, rear, and all sides
  - Include building footprint showing all projections (porches, exterior stairs, chimneys, etc.)
  - Site plan must show location of all easements, accesses, and right of ways
  - Show sidewalk, curb, and gutter
  - Detail elevation of foundation relative to the curb/gutter
  - Sloped lots shall show existing slopes & proposed slopes. Show drainage and retention of storm drainage on lot.
  - Include a DWG Copy Site Plan** with building footprint & site utilities plan in DWG format.
3.  **CIVIL, SITE, GRADING, UTILITY, AND DEMOLITION PLAN**
  - Site Grading and Drainage Plans on drawings, stamped and signed by a State of Utah licensed design professional.
  - Lift station drawings and calculations with operations manual.
  - Water Usage Calculations (indoor and outdoor) and sewer calculations.
  - 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.
  - 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.
  - Site plan clearly designating "Fire Department Access Roadways" and adjoining streets. (Include contour lines or similar elevation designation if grade changes are over 2%.)
  - Site plan designating fire hydrants (new and existing).
  - 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.
  - Show location and construction details of retaining walls.
  - Indicate type of water supply piping materials.
  - Site Drainage Calculations, stamped and signed by a State of Utah licensed design professional.
  - Drainage System Operation and Maintenance Plan, stamped and signed by a State of Utah licensed design professional.
4.  **STRUCTURAL PLANS WITH SPECIFICATIONS AND CALCULATIONS**
  - Structural Plans and Calculations, stamped and signed by a State of Utah licensed engineer.
  - Identify special inspections on plans.
  - Provide a Statement of Special Inspections in accordance with IBC 1705.
  - Specify design loads and material specifications.
  - 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.
  - Wall framing and bracing details.

- Structural building sections.
- Floor framing plan and details.
- Roof framing plan and details. The engineer of record is to design truss bracing and roof connections including blocking, nailing, etc.
- Truss drawings.

5.  **ARCHITECTURAL** (plans must be digitally stamped by designing architect or qualified engineer)

- Vicinity map.
- Land use zone.
- Table of contents
- Specify the intended use of the building.
- 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.
- 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.)
- Floor plans labeling usage of all rooms.
- Roof plans, elevations, and wall sections completely detailed showing insulation, materials, and details.
- Provide cross-sections, at least one (1) in each direction.
- Door and window schedule with details of door hardware.
- Finish schedule of walls, floors, and ceilings. Flame spread and smoke developed ratings of finish materials may be requested at plan review.
- Fire-resistance-rated assembly details of fire-resistance-rated construction at shafts, vertical exit enclosures, corridors, shafts, etc. Specify "listing" and penetration treatment requirements.
- Stair and shaft details. Show interior changes of elevations with stair or ramp detail as required. Show landings, risers, treads, handrails, guards, etc.
- Acoustical ceiling installation layout. Detail an approved ceiling system and include a current ICC evaluation services report. Include bracing, wall angle, attachment, etc.
- Fire sprinkler riser locations and standpipe locations.
- Smoke and heat vents.
- Emergency generator and fuel tank location. (May be drawn on civil plans if installed outdoors).
- Show details of ADA compliance, i.e. restroom fixtures, grab bars, counter heights, signage, and public amenities dimensioned.
- 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.
- Portable fire extinguisher locations. (Exception – "shell only" permits).

6.  **ENERGY CODE ANALYSIS** (incorporated into plans)

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

7.  **MECHANICAL** (plans must be digitally stamped by qualified engineer)

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

8.  **PLUMBING** (plans must be digitally stamped by qualified engineer)
- Show location of all plumbing fixtures.
  - Specify allowable plumbing materials.
  - 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.
  - Sand and oil grease interceptor details, size, and location.
  - 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.
  - Kitchen pretreatment equipment including grease interceptors.
  - Show interior roof and overflow drain lines and sizes.
  - Plumbing fixture schedule.
  - Gas piping layout. Specify demand load, delivery pressure, size, and type of material.
  - Medical gas piping.
  - Show independent supply line for chemical dispensers in janitorial closets or kitchens that can be backflow protected.
  - Backflow preventers, show location and type of backflow assemblies.
  - Indicate Water Use Equipment (if known).
9.  **ELECTRICAL** (plans must be digitally stamped by qualified engineer)
- Electrical Load Data Sheet (available on website under L&P Specs & Fees, Load Calculation Sheet).
  - Show service size and location of outside disconnect. Provide a one-line diagram of service, metering details, and sub-panels.
  - Panel sizes, locations, and schedule.
  - Outlet layout.
  - Lighting and switch layout.
  - Electrical Fixture schedule.
  - Exit signage. Show locations and specify directional, if applicable.
  - Emergency lighting. Show locations and specify type, height, etc.
  - Standby and emergency power source.
  - Provide seismic details for lights at suspended ceilings.
  - Specify wiring methods.
  - Specify locations of ground-fault-circuit-interrupter(GFCI), arc-fault, ground fault, and other protection.
  - Specify hazardous locations and wiring methods desired. Show details of seal-offs, materials, etc.
10.  **FIRE REQUIREMENTS**
- Fire Flow at Hydrants- Provide a project specific letter from the Fire Department. Include static pressure if sprinklers are to be installed.
  - Hazardous Material Inventory and Classification report (if hazardous materials are to be used or stored on premises).
  - Fire Sprinkler Riser Detail - location and backflow preventer, type, size, make, and model.
  - Supply fire flow analysis for the building.
    - Include time of flow, date of flow, location of fire hydrants used, static pressure, residual pressure and flow.
    - Show line size and if dead end or circulating and direction.
11.  **PUBLIC WORKS REQUIREMENTS (WATER & SEWER)**
- Provide proposed sewer flows for use in running City's sewer model.
  - Provide proposed size calculations for sewer lateral.
  - Show location of proposed water service and sewer lateral from main to building.
  - Calculations defining proposed water usage and meter size.
  - Acceptance from Public Works and City Engineer for completed subdivision, boundary line adjustment, recorded plat, OR:
    - The subdivision has had a final walk through and has been accepted by the City Public Works and Engineering Divisions for construction.