



Commercial Plans Submittal Checklist

Review your plans and be sure each of the following details have been included. When each of the items have been verified, you are ready to submit your application and plans for a building permit. Plans cannot be reviewed without the following information. All submittals are on-line through our building permit portal which can be found here: orem.gov/buildingpermits/

Current codes are 2021 IBC, 2021 IMC, 2021 IPC, 2023 NEC, 2021 IECC commercial provisions and 2021 IECC residential provisions, and 2021 IFGC, 2009 ANSI and current Utah State Amendments

1. BUILDING PERMIT APPLICATION must be filled out properly, including:
 - a. Contractor's name, phone number, address and Utah State Contractor's license number
 - b. Owner's name, address and phone number
 - c. Architect's name and contact information
 - d. Structural engineer's name and contact information
 - e. Project legal description (Subdivision, Plat and lot or Tax ID number)
2. TITLE PAGE must contain all of the following information:
 - a. Building occupancy classification (s)
 - b. Building construction type
 - c. Fire walls, fire barriers and fire partition details
 - d. Building square footage (gross and each individual occupancy classification)
 - e. Square footage of project (when multiple buildings)
 - f. Occupant Load
 - g. Sprinklered/Un-Sprinklered
 - h. Allowable building area
 - i. Area increases used
 - j. Exit plan for each level detail exit path and distance to Exit discharge
 - k. Detail the building perimeter footage
3. PLOT PLAN
 - a. Topographical Plat Plan for sloped lots
 - b. Lot dimensions
 - c. Building footprint with all projections & Dimensions to all property lines and/or other buildings
 - d. North arrow
 - e. Easements/ Utility lines
 - f. All parking
 - g. Show location of handicapped parking spaces with their access aisles and curb ramps, as well as any other ramps on the site
 - h. Handicapped access to the building from the public way
 - i. Location of any and all retaining walls (Which require separate permits)
4. FOUNDATION PLAN
 - a. Footings, foundation, piers, and grade beams
 - b. Post and girder intersections
 - c. Fireplaces – masonry or gas
5. FLOOR PLAN
 - a. Full architectural plans, fully dimensioned and labeled
 - b. Include adjoining rooms, labeled as to their use
6. EXTERIOR ELEVATIONS
 - a. Identify finish materials to be used
 - b. Indicate finish grade location at building exterior

7. STRUCTURUAL AND ARCHITECTURAL DETAILS to include all applicable from the following:
 - a. Roof, to include eaves, overhangs, rake and gables
 - b. Floor changes (i.e., slab-to-wood frame)
 - c. Handrails, guardrails and support details
 - d. Structural section with details at foundation, floor and roof levels
 - e. Suspended ceiling plan with support details
 - f. Structural section with details at foundation, floor and roof levels
 - g. Typical cross section in each direction
 - h. Special inspections required
8. PREFABRICATED TRUSSES (may be provided as deferred submittal)
 - a. Roof framing plan with truss layout sheet
 - b. Specify truss manufacturer on the drawings
 - c. Truss configuration and location
 - d. Engineer of record is to design truss bracing and provide calculations and detail on the plans at the time of plan submittal
 - e. Letter of approval from the structural design engineer of record for the project that he/she has reviewed the truss plan/layout/design prior to fabrication, and that the trusses conform to their design for the building
9. HVAC PLAN to include all applicable:
 - a. Location of HVAC equipment
 - b. Duct location and layout for supply and return air
 - c. Smoke/fire damper locations
 - d. CFMs of all HVAC units
 - e. Gal line drawing, including input rating in BTU's of all equipment
10. PLUMBING LAYOUT to include all supply and drainage piping
 - a. Show all water heaters
 - b. Sewer connection location
 - c. Grease, oil, sand interceptors and sizing calculations
 - d. Location and type of back-flow prevention devices
11. ELECTRICAL PLAN
 - a. Panel size(s) and location(s)
 - b. Outlet layout
 - c. Switching layout and total lighting for energy compliance check
 - d. All energy compliance documents
 - e. Method of light support in suspended ceiling
 - f. Detail locations of ground fault and arc-fault outlets on the plans
12. CALCULATIONS
 - a. Wet-stamped, wet-signed copies of all structural calculations
13. FIRE SPINKLER PLANS (may be provided as deferred submittal)
 - a. Complete sets of full sprinkler plans to be submitted for the Fire Department to review and approval
 - b. Include all electrical and bracing/seismic requirements
14. HANDICAPPED ACCESSIBILITY
 - a. Define all handicapped access features for new construction per current Internation Building Code, and ANSI A-117.1
 - b. Include elevations for all accessible elements in restrooms
 - c. Include elevations of all signs, both inside and outside the building
 - d. For remodeling and tenant improvement, the area of improvement shall comply with the access requirements for new construction. An accessible route of travel will be required to the remodeled/improved area.