



TENANT IMPROVEMENT PLAN CHECKLIST

Name: _____ Phone # _____ Permit # _____

Please review your plans and be sure each of the following items have been included. After each item has been verified, you are now ready to submit your plans for a Building Permit application. **Each item is absolutely necessary. Your Application is considered incomplete if any item is omitted.**

BUILDING PLANS:

Two (2) complete sets of plans are required. Plans shall be wet stamped and wet signed by the architect or engineer:

- 1) **Cover sheet** with all the following information listed.
 - a. Allowable floor area.
 - b. Occupancy group per IBC.
 - c. Type of construction per IBC.
 - d. Occupant load per IBC Chapter 10.
 - e. Sanitation facilities per IPC and IBC.

- 2) Plans shall consist of:
 - a) **Floor Plan:**
 - a. Complete dimensions.
 - b. All occupied spaces identified (office, storage, etc.)
 - c. Exits (number, width, distance to, direction of, hardware requirements).
 - d. Corridors (type of construction, width, access to exits, etc.).
 - e. All fixed elements of construction shown (walls, partitions, cabinets).
 - f. All occupancy separations clearly defined, indicating the fire resistive rating of each

 - b) **Wall Section** is required, showing stud size, height, spacing, insulation, wall finish, and structural connections.

- c) **Plumbing Plan:**
 - a) Include a plumbing isometric/schematic (water, gas and waste)
 - b) Show type of material to be used.

- d) **Mechanical Plan:**
 - a) Mechanical isometric/schematic, size all ducts.
 - b) Location of all return air ducts.
 - c) Location of all fire dampers.
 - d) Method and amount of combustion air.
 - e) Location of all HVAC units.
 - f) Kitchen hoods (provide complete details as applicable, including make-up air)

- f) **Electrical Plan:**
 - a) One-line diagram
 - b) Panel schedules with circuit identification.
 - c) Indicate all outlet, fixture, and equipment locations.
 - d) Indicate all hazardous electrical locations as applicable.
 - e) Provide complete electrical load calculations.

- g) **Energy Compliance Calculations** as required by Utah State Law, may be done with ComCheck or ASHRAE 90.1

- h) **Additional Plans** and/or information:
 - a) T-bar ceiling details.
 - b) Sprinkler plan (when required by code).