



# COMMERCIAL PLAN SUBMITTAL CHECKLIST

(updated 07/25/12)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Building Permit Application Deposit ..... \$300.00  
(Deposit will be applied toward building permit fees. If application is cancelled, deposit may be refunded depending on amount of review work done by Lindon City.)

## BEGINNING 01/01/07 - CD REQUIRED WITH ALL SUBMITTED PLANS (PDF FORMAT)

Please 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. **Each item is absolutely necessary. Your application is considered incomplete if any item is omitted.**

### The Building Permit Application must be filled out properly and completely.

#### **SITE PLAN/TITLE PAGE:**

Two (2) full sets must be drawn to scale with the following details:

- Lot dimensions
- Building footprint with all projections and dimensions to all property lines and/or other buildings
- North arrow
- Easements
- Building construction type
- Building square footage and height
- Square footage of project
- Occupancy use
- Occupant load

#### **STORM WATER POLLUTION PREVENTION PLAN (SWPPP):**

(May be required depending on land disturbance area and/or lot location. Check with Public Works Storm Water Division. 801-796-7954)

#### **FOUNDATION PLAN:**

- Structural
- Masonry
- Footings, piers, and grade beams

#### **FLOOR PLAN:**

- Include adjoining rooms
- Recommended scale: 1/4" = 1'0"

#### **EXTERIOR ELEVATIONS:**

- Recommended scale: 1/4" = 1'0"
- Roof: eaves, overhangs, pitch, and gables
- Floor changes (i.e., slab to wood frame)
- Handrails, guardrails and support details
- Structural framing details
- Suspended ceiling plan with support details (if applicable)
- Post and girder intersections
- Structural section with details at foundation, floor, and roof level
- Typical cross section
- Pages to be numbered 1 of \_\_\_\_\_, etc.
- Wet signature on all documents by document maker
- Engineers design calculations
- Name, title, address, and phone number of the property owner
- Approved site plan from Planning Commission

**PREFABRICATED TRUSSES:**

- Roof framing plan with truss ID sheet
- Specify truss manufacturer on the drawings
- Show truss gable bracing
- Truss configuration and location

**HVAC PLAN:**

- Location of HVAC equipment
- Duct location and layout for supply and return air
- Smoke/fire damper locations where applicable
- CFM's of all HVAC units
- Wet signature on all documents by document maker

**PLUMBING LAYOUT, ALL GAS, WATER, DWV:**

- Water heater
- Sewer connection location
- Gas line piping materials and calc's when new gas lines installed or gas fired equipment up-sized
- Grease, oil, sand interceptors and sizing calculations
- Complete set of fire sprinkler plans

**ELECTRICAL PLAN:**

- Panel size(s) and location(s)
- Outlet layout
- Switching layout and total lighting for energy compliance check
- All energy compliance documents
- Fire sprinkler and alarm plans
- Method of light support in suspended ceiling
- Wet signature on all documents by document maker

**CALCULATIONS:**

- Minimum of (2) wet stamped, wet signed copies of all structural calculations

**HANDICAPPED ACCESSIBILITY:**

- Define all handicapped access features for new construction per current International Building Codes, and ANSI 117
- 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.

**NOTE: Plans cannot be reviewed without the above information**

My signature below indicates that I have carefully reviewed the plans and verified that all the items above have been included. I understand that any items missing or incomplete will delay the processing of my permit until they are furnished.

\_\_\_\_\_  
Applicant Signature

I understand that a bond is required to assure that there is no damage to the right of way (cracked sidewalks, curb, gutter, water meter, etc.)

\_\_\_\_\_  
Applicant Signature