



**Salem City**  
Building Department  
PO Box 901  
Salem, UT 84653  
801-423-2770 ext. 205

## COMMERCIAL BUILDING PERMIT PLANS CHECK LIST

- 1) **BUILDING PERMIT APPLICATION** –use the steps at the bottom of this check list to submit your permit application using the permit portal. The following information will be needed:
  - 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, address, phone number and Utah State license number
  - d. Structural engineer's name, address, phone number and Utah State license number
  - e. Mechanical, plumbing, and electrical contractor's Utah State license number and contact information.
- 2) **TITLE PAGE** must contain all of the following information:
  - a. Building occupancy classification(s)
  - b. Building construction type
  - c. Firewalls, fire barriers and fire partitions details
  - d. Building square footage (gross and each individual occupancy classification)
  - e. Building height
  - f. Square footage of project (when multiple buildings)
  - g. Occupant load
  - h. Sprinklered/Unsprinklered
  - i. Allowable building area
  - j. Area increase used (if applicable)
  - k. Exit plan for each level. Detail exit pat and distance to the exit discharge
  - l. Detail the building perimeter footage
- 3) **PLOT PLAN**
  - a. Recommended scale:  $1/8" = 1'0"$
  - b. Topographical plot plan for sloped lots
  - c. Lot dimensions
  - d. Building footprint with all projections and dimensions to all property lines and/or other buildings
  - e. North arrow
  - f. Easements
  - g. All parking
  - h. Location of handicapped parking spaces with their access aisles and curb ramps, as well as any other ramps on the site
  - i. Handicapped access to the building from the public way
  - j. Location of any and all retaining walls (These require separate permits.)
- 4) **FOUNDATION PLAN**
  - a. Recommended scale:  $1/4" = 1'0"$  Structural and architectural details
  - b. Footings, foundation, piers and grade beams
  - c. Post and girder intersections
  - d. Fireplaces – masonry or gas
  - e. Elevators
  - f. Engineer's stamp
- 5) **FLOOR PLAN**

- a. Recommended scale:  $\frac{1}{4}'' = 1'0''$
  - b. Full architectural plans, fully dimensioned and labeled
  - c. Include adjoining rooms, labeled as to their use
- 6) EXTERIOR ELEVATIONS
  - a. Recommended scale:  $\frac{1}{4}'' = 1'0''$
  - b. Identify finish materials to be used
  - c. Indicate finish grade location of building exterior
- 7) STRUCTURAL AND ARCHITECTURAL DETAILS to include all applicable from following:
  - a. Recommended scale:  $\frac{3}{4}'' = 1'0''$
  - b. Roof to include eaves, overhangs, rakes and gables
  - c. Floor changes (i.e. slab-to-wood frame)
  - d. Handrails, guardrails and support details
  - e. Structural section with details of foundation, floor and roof levels
  - f. Typical cross section in each direction
  - g. Special inspections required
  - h. Engineer's stamp
- 8) PREFABRICATED TRUSSES
  - 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 the 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. Gas line drawing, including input rating in BTUs of all equipment
  - f. Mechanical Engineer stamp on all mechanical drawings
- 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
  - e. Plumbing Engineer stamp on all plumbing drawings
- 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
  - g. One-line diagram
  - h. Load calculations
  - i. Electrical Engineer stamp on all electrical drawings
- 12) CALCULATIONS
  - a. Engineer Stamped structural calculations
- 13) FIRE SPRINKLER PLANS (May be deferred submittal)
  - a. Full sprinkler plans
  - b. Include all electrical and bracing/seismic requirements

14) HANDICAPPED ACCESSIBILITY

- a. Define all handicapped access features for new construction per current International 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, additions and tenant improvements, the area of improvement shall comply with the access requirements for new construction. An accessible route of travel will be required to be provided to the remodeled/improved area.

15) SUBMIT MANUFACTURE LISTINGS FOR ALL RESTAURANT EQUIPMENT.

**STEPS FOR SUBMITTING COMMERCIAL BUILDING PERMIT APPLICATION**

1. Complete online application
2. Go to <http://www.salemcity.org/> (open in Google Chrome or Firefox browser)
3. Scroll down to “building department” section (it will be on the left side of the page)
4. Click on “permit request (Cityworks Program)” (it is in bright yellow)
5. Proceed to create a new user or login if you already have a user setup
6. At the top of the page click “create application”
7. Select “building” tab
8. Click “commercial”
9. Click the applicable application- “commercial building-new, commercial remodel, commercial tenant finish, commercial other, or commercial addition”
10. Read the Application Help pop-up window and click “OK”
11. Click “Begin Application” in the bottom right
12. Fill out appropriate online application and upload the required documents