



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

COMMERCIAL REMODEL/TENANT FINISH BUILDING PERMIT PLANS CHECK LIST

Please read the Commercial Building Checklist for a more complete checklist and for more information.

Remodeling

- Spaces over 3000 sq. ft. and medical facilities or restaurants require a Utah State registered architect stamp, signature and date.
- Provide a floor plan showing what is there and what is changing i.e. (before & after plans)
- Floor plan of the entire space showing all wall openings, stairs, doors, closets and other spaces.
- Label use of each room and space.
- Identify all space to be included in the area you wish to remodel with this permit.
- Fully dimension all spaces in area for permit.
- Show location of restrooms that the space uses even if the restrooms are not part of the remodel.
- Provide electrical, plumbing, and mechanical layouts as applicable to the remodel.
- Show floor elevations at all exterior doors, and interior doors that are part of the remodel. Landings at both sides of doors must be flush.
- If the building has a fire sprinkler system, a fire sprinkler plan must be designed by a fire sprinkler design company and submitted to the building department for separate review.
- Occupancies requiring Health Department review and approval must submit copies of their approval with the application for permit.

Tenant Finish

A tenant finish is the completion of a space that has not been finished previously (shell buildings.) If a space has been fully stripped (to framing) of a previous finish then it would also be considered a tenant finish.

- Spaces over 3000 sq. ft. and medical facilities or restaurants require a Utah State registered architects stamp, signature and date.
- Plans must show structural walls, columns, and structural roof system that are within the space or at the boundaries of the space to be finished.
- Show all existing fire rated walls/assemblies and their rating.
- Identify building type of construction.

- Show location of restroom facilities provided for the space even if they are not part of the tenant finish. Restrooms outside of the finish may be required to be upgraded due to occupant load or occupancy changes.
- Restrooms being added as part of the finish must meet all of the accessibility requirements of international codes and standards.
- Provide floor plan of tenant space with all walls, stairs, rooms, closets, halls and other spaces.
- Show uses of all rooms within the tenant space.
- Show all exists and any elevation changes in the space and at all doors.
- Second floors or mezzanine floors must be drawn and designed by an engineer.
- If the building has a fire sprinkler system, a fire sprinkler plan must be designed by a fire sprinkler design company and submitted to the building department for separate review.
- Occupancies requiring Health Department review and approval must submit copies of their approval with the application for permit.

STEPS FOR SUBMITTING COMMERCIAL REMODEL/TENANT FINISH 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 remodel" or "commercial tenant finish"
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