



COMMERCIAL TENANT IMPROVEMENT CHECKLIST

BUILDING AND CODE REQUIREMENTS GUIDE

All plans must be drawn to a common scale, 1/4" = 1' or larger, and must clearly indicate the location, nature, and extent of the proposed work. Plans lacking adequate detail will not be approved.

Fees are based on the valuation of the project. A plan review fee must be paid at the time of submittal.

Reminder: This is meant to be a helpful guide, not a comprehensive list

Required Documents

Electronic building plans must be submitted with online permit application:

- Building plans: Architectural, civil, electrical, mechanical, and plumbing (as applicable)
- Indicate shell construction vs. tenant finish
- Code analysis table including:
 - Applicable codes
 - Occupancy
 - Construction type
 - Occupant load
 - Fire sprinklers and alarm requirements
 - Floor area
- Electrical:
 - Panel Locations
 - Lights, switching, and outlets
 - Emergency lighting and exit signs
- Plumbing:
 - Pipe size and material
 - Water heater
 - Gas
 - Schematic and load calculations
- ADA requirements shown, with all dimensions
- Wall sections for each type of wall
- Structural design parameters and calculations - all pages must be consecutively numbered
- Ceiling details
- Fire rated assemblies: listing and construction details
- Stair section and stair detail
- Each sheet is to be stamped by a Utah licensed architect for projects greater than 3000 square feet