



Building Services & Civil Enforcement
slcpermits.com
801-535-6000 slcpermits@slcgov.com

451 S. State St., Room 215 PO Box 145490
Salt Lake City, UT 84111-5490

Office use only

Updated 7/2024

BLD #	Received by
Date	Valuation

Commercial/Multi-Family Login Checklist

Type of Construction:

Property address:

New Construction

Project description:

Remodel or T.I.

Contact Name:

Shell Building

Owner Name:

Accessory Structure

Phone:

Email:

Other

Please complete the subsequent login checklist. If an item is not applicable (N/A) to the proposed project, provide an explanation in the box(es) provided. It is the responsibility of the applicant to submit this checklist with the proposed construction plans/documents to [ProjectDox](#).

N/A OK

Explanation

General Requirements

- 1 Certified Address:** If new construction, provide a City assigned Certified Address. Provide an appropriate certificate from [SLC Engineering](#).
- 2 Street address and project name:** Specify the street address and project name on every sheet of plans, matching the Certified Address.
- 3 Plan Sets:** Submit complete plans and supporting documents electronically to [ProjectDox](#). See [Permit Application Instructions](#) for further submission instructions. All plans must be drawn to scale.
 - a** Plans (civil, site, architectural, structural, electrical, mechanical, plumbing, etc).
 - b** Calculations
 - c** Specifications
 - d** Soils reports
 - e** Energy analysis documents
 - f** Equipment cut sheets

Plans, specifications, calculations, energy analysis and soils report (if required) must be sealed, signed & dated by an architect or engineer licensed by the State of Utah. Wet or digital seal on cover sheet and copies on balance of sheets is permissible.
- 4 Code Analysis:** SLC currently uses the following codes: 2021 IRC with State amendments 2021 International Codes with State amendments which include Building, Plumbing, Fuel/Gas, IECC, Mechanical and Fire Codes; the 2020 NEC and 2017 ICC edition of ICC A117.1 Accessible and Useable Buildings and Facilities; and the current SLC Zoning Ordinance (Title 21A). See [Current Building Codes](#).
- 5 Sheet Index:** Include an index of all the sheets in the submitted drawing set.
- 6 Site Plan:** Except for interior remodels that do not increase parking/landscape requirements, provide a fully dimensioned site plan (in accordance with Chapter 21A.58.060 of the Municipal Code) drawn to scale, which includes the following:
 - a** Property lines. Provide (dimensions) measurements for all property boundaries.
 - b** Lot size, streets, alleys, and setbacks. Provide measurements for street frontages, street/alley widths and all front, interior, side and corner side yards.
 - c** Street lights, street trees, hydrants, water meters, etc. Show their locations.
 - d** Indicate location size, dimension, use and type of construction of all buildings. Include the number of stories, height and square footage/floor area.
 - e** Location and type of any natural features such as watercourses, rivers, lakes, fault lines, and include any existing physical features.
 - f** Size and location of all ground mounted utility boxes and similar infrastructure.

- g** Location of required off-street parking and its layout. Include driveway and approach dimensions including parking/access for persons with disabilities dimensions and required parking. Provide required parking calculations for all proposed use(s) for the site/development.
- h** Location, height, type and material of all fences/walls.
- i** Location, height, type, and orientation of all signs in accordance with 21A.46.
- j** Location, height, and screening material used for outdoor trash and recycling receptacles.
- l** Topographic survey showing the (spot) elevation of all roadways, buildings, structures, watercourses and their names. The finished grade shall be shown for the entire site as well as the first elevation of all buildings.
- m** Grading plan showing the nature and manner of grading of the entire site, including the treatment of slopes in excess of 10% to prevent soil erosion and excessive runoff. A slope analysis is required for all slopes over 30%.

Architectural Requirements

- 7 Plans:** Provide foundation, floor/roof plans, drawn to scale, dimensioning all areas of work to be performed. Clearly indicate existing vs. new construction.
- 8 Details/Sections:** Provide construction details on plans showing compliance with codes. Provide details showing all openings and penetrations in corridor or ceilings.
- 9 Elevations:** Provide interior and exterior building elevations, drawn to scale and fully dimensioned.
- 10 Schedules:** Provide window and door schedules.

Structural Requirements

- 11 Special Inspections:** The architect/engineer shall indicate on the plan the portion of the work requiring a Special Inspection per code. Complete a Special Inspection form and return before a permit can be issued.
- 12 Structural Analysis:** Provide structural analysis, design, and detail for the building and/or structure(s) per code. The structural analysis shall be calculated using wind loading, seismic, snow, and exposures per code.

Electrical Requirements

- 13 Plans & Schedules:** Provide complete plans and schedules with load calculations.
- 14 One Line Diagram:** Provide one line diagram with fault current calculations and grounding.

Mechanical Requirements

- 15 Plans & Schedules:** Provide complete plans and detailed equipment schedules showing equipment specifications including operating weight.
- 16 Details:** Provide details on commercial hood installations, paint booths, etc.
- 17 Seismic:** Provide details for all seismic bracing.

Plumbing Requirements

- 18 Plans:** Provide complete plans showing all water, waste, vent and fuel gas design.
- 19 Fixture Schedules:** Provide a complete list of fixtures and their associated units.
- 20 Isometric:** Provide a DWV Isometric to current code.

21 Public Utilities: [Public Utilities](#) approval required: Any new structures, increases in plumbing fixer count, changes to sewage output., etc

22 Engineering: [Engineering Division](#) approval required: Construction Work in or obstructing the public right of way.

23 Transportation: [Transportation Division](#) approval required. Changes to parking, bike racks, work in or obstructing the public way, etc.

24 Power: [Rocky Mountain Power](#) approval is required for any structure within a 10' horizontal distance to any power source and/or structure beneath an existing power line. Builders Hotline: 800-469-3981. Not required for remodels.

25 Planning Division: [Planning Division](#) approval documents such as a Certificate of Appropriateness, Findings & Order, Preliminary/Final Subdivision Plat, Conditional Use, etc

26 Development Review Team (DRT): A DRT meeting may be required for the proposed scope of work. If a DRT meeting has been conducted review the DRT notes and contact the appropriate [Development Services](#) staff member to confirm SWPPP and or Technical Drainage Study submission requirements.

Impact Fees: An [Impact Fee Worksheet](#) is due at the time of plan review submission. Complete the Impact Fee Assessment form based on the proposed use(s).

Plan Review Expiration: [Salt Lake City Ordinance 18.20.050\(C\)](#) If a building permit applicant fails to submit corrected building plans in accordance with the comments and requirements of the building services division or its authorized representative within one hundred eighty (180) days of the division transmitting such comments and requirements to the applicant, or if the applicant fails to pay the required building permit fee within one hundred eighty (180) days of the division informing the applicant that its building plans are approved and the building permit fee is due, the plan review shall expire at the end of such period and the review become null and void. An expired plan review may be renewed, provided that the applicant pay the plan review renewal fee established in section 18.32.035 of this title, however, no plan review may be renewed after three (3) years from the original submission date. [2021 IBC 105.3.2](#): An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

[Salt Lake County Health Department](#) regulations require a food service establishment to obtain plan review and approval prior to beginning construction. For more information, contact Salt Lake County Food Protection at: 788 East Woodoak Lane, Murray, UT 84107. Healthfood@slco.org.

385-468-3845. <https://slco.org/health/food-protection/>.

Date

Applicant signature

By signing, I certify that all construction drawings and documents are complete.

Title/Organization