



## COMMERCIAL - TENANT IMPROVEMENT CHECK LIST

### SUBMIT THE FOLLOWING ITEMS FOR A COMPLETE AND TIMELY PLAN REVIEW:

1. **Full** Plan Review fee must be paid when submitting for a commercial tenant improvement building permit. Building valuation dollar amount must also be provided at this time.
2. Fill out application completely, date and sign. Be sure to include:
  - a) Building address including suite number.
  - b) Subdivision Name. (if applicable)
  - c) Owner's Name. (Owner of the Parcel not the tenant)
  - d) Tenant's Name.
  - e) Type of business to be conducted.
  - f) Engineer and architect names, addresses and phone numbers. (if applicable)
  - g) General Contractor's name, address, license number & phone number.
  - h) Current copies of contractor license, business license & proof of liability insurance as required by Utah Division of Occupational & Professional Licensing.
  - i) Sub-contractors' names, license numbers and phone numbers.
3. On the cover sheet show:
  - a) An index of pages on the plans.
  - b) A code analysis of the project per IBC 2015.
4. **Provide electronic PDF format** of floor plans showing architectural, electrical, mechanical, plumbing and structural details, if any. Plans must be stamped, signed and dated by a qualified design professional licensed in the state of Utah. Plans should include the following:
  - a) **Enlarged** restroom plans with dimensions.
  - b) Details for restrooms to show that accessibility requirements are met.
  - c) Details of all wall, floor and ceiling coverings and provide a door schedule.
  - d) Label the use of all rooms on the plans.
  - e) Details of any fire-resistant-rated walls and/or floor/ceiling or roof/ceiling assemblies in their entirety.
  - f) Location of the space in relation to entire building and the extent of the space. (Cloud or highlight, if necessary)
  - g) All applicable sections of a 2015 COMcheck signed & dated by the designer(s).
  - h) A demolition plan, if applicable.
  - i) A complete exiting plan for the structure.
4. All plans submitted electronically shall be inclusive within one PDF file and not individual pages.