

TENANT INTERNAL IMPROVEMENT PLAN SUBMITTAL REQUIREMENTS



Name of Applicant: _____ Phone: _____

Building Address: _____ Email: _____

1. **TWO SETS (MINIMUM 36" X 24" - ALL PAGES MUST BE THE SAME SIZE)** signed and dated with Architect or Engineering wet stamps.
2. **CONSTRUCTION DOCUMENTS: ONE (1) SET HARD COPIES**
3. **A DISK WITH THE .pdf COPY OF BOTH PLANS AND CONSTRUCTION DOCUMENTS**
4. **"DESIGN BUILD" IN LIEU OF PROPER PLANS IS NOT ACCEPTABLE**
5. **FIRE SPRINKLER AND ALARMS CAN BE DEFERRED SUBMITTAL**

ALL WORK MUST COMPLY WITH 2012 INTERNATIONAL BUILDING CODE, 2011 NATIONAL ELECTRICAL CODE, 2012 INTERNATIONAL PLUMBING CODE, 2012 INTERNATIONAL MECHANICAL CODES, 2012 INTERNATIONAL FUEL GAS CODE, 2012 INTERNATIONAL ENERGY CONSERVATION CODE, 2012 INTERNATIONAL FIRE CODE AND 2003 ICC / ANSI AII7.1.

In an effort to shorten plan review times, please check the plans and application to be sure the information below has been included. **Check off each of the following items, or mark N/A if items do not apply, and sign the bottom of the form.** This checklist is not all inclusive. If necessary, additional information may have to be submitted.

PLAN REVIEW DEPOSIT:

[] Per Plan Check Schedule, call Shawna (801) 483-6005 for deposit amount

BUILDING PERMIT FORMS:

_____ Building Permit Application

FLOOR PLAN:

_____ Show location of other tenants adjacent to area of improvement.
_____ Show existing floor plan before changes
_____ Identify all rooms, show exit doors and where the exits lead to

TENANT PLANS: The following items must be listed on plans, (unless item is non-applicable).

_____ Indicate type of improvement
_____ Spaces over 3,000 square feet require a Utah State registered architect stamp on all sheets of plans (original wet stamp and signature required)
_____ Key notes indicating locations on each sheet
_____ Floor plans drawn to scale (1/8" - 1' or larger) clearly indicating specific uses of all areas and general plan of entire space if this is a part of a larger space
_____ Location of existing area and occupancy separation walls (fire rated walls)
_____ Provide information of products to be used and U.L. system numbers for protection of all through penetrations
_____ Differentiation between new and existing construction, doors, windows, corridors, etc.
_____ Clearly dimensioned rooms, corridors, aisles, etc.
_____ Size, material, hardware, fire rating and swing of doors

- _____ Window size, type and location with safety glazing indicated
- _____ Room finishes with flame spread ratings for wall coverings
- _____ Ceilings shown with seismic bracing detail for suspended ceilings
- _____ Stair details for all interior stairs
- _____ Handrail and guardrail details
- _____ Wall construction detailed, show wall heights and bracing details for walls that terminate at suspended ceilings
- _____ ComCheck Reports

ELECTRICAL PLANS:

- _____ Water & bond
- _____ Load calculations
- _____ Conduit & water, type and size
- _____ Single line drawing of service
- _____ Location of all equipment
- _____ Panel schedule grounding electrode
- _____ Circuitry of branch circuits & feeders

PLUMBING PLANS :

- _____ Isometric Drawing
- _____ Details of accessible restroom
- _____ Plumbing fixture locations
- _____ Exhaust fans
- _____ Location of fire and smoke dampers
- _____ Mechanical plans (for any new equipment)
- _____ Mech. Equip. schedule and efficiency ratings.

MATERIAL SPECIFICATIONS

- _____ UL, ICBO, Gypsum Associations, Energy Code calculations etc.

FIRE

- Deferred Submittals (check if yes) [] Automatic Fire Sprinkler System, [] Fire Pump, [] Fire Standpipe, [] Fire Alarm System, [] Clean Agent System, [] Dry Chemical System, [] Commercial Kitchen U.L. 300 Wet Chem. System
- _____ Show Fire Department Access
- _____ Show Fire Hydrants
- _____ Show Flow per Fire Code

NOTE: Further information may be requested after detailed review.

My signature below indicates that I have carefully reviewed the submitted plans and verified that all of the items above have been included. I have checked each item or indicated N/A for items that do not apply and have insured the plans submittal are complete.

Applicant's signature

Date