

Commercial Building Permit Process

Permits will not be accepted as incomplete submissions.

Items to include when submitting for a building permit:

- Completed Building Permit application
- \$500 for multi-family and commercial reviews
- Water Shares tendered (if not previously done with development)

One COMPLETE set of non-secured construction plans, in a .pdf format, submitted on a CD, flash drive, email or Dropbox account which includes:

- Plat or site plan (Approved through DRC)
- Cover sheet showing design information (code analysis)
- Engineering (if required) with endorsement and calculations
- Structural Design/Architectural drawings with endorsements
- Electrical/Mechanical/Plumbing with appropriate endorsements
- Electrical Service Information Request form
- Truss Engineering and layout from manufacturer
- Heating/cooling load calculations and duct design
- ComCheck or ASHREA 90.1 compliance information
- Egress components with load calculations
- ADA compliance with 2009 ANSI
- Fire protection systems and/or fire resistive construction
- Geotechnical report
- Special inspector information
- Construction valuation (bid may be submitted)

Process after submission for a Building Permit:

1. Complete submittals are reviewed on a first-come-first-serve basis
2. Plan review can take several weeks depending on the current demand

Requirements when picking up Building Permit:

Payment of permit fees and bonds (minus deposit) by CASH or CHECK only, made payable to Springville City

1. Contractor information

Preconstruction meeting required for all multi-family and commercial projects prior to construction start.

The following codes are applicable after July 1, 2016:

2015 International Building Code
2015 International Plumbing Code
2015 International Mechanical Code
2015 International Energy Conservation Code

2015 International Fire Code
2009 A117.1 Accessibility Standards
2017 National Electrical Code

Applications will not be reviewed until site plan has been approved. I acknowledge that incomplete plan submissions will delay my permit review. ____ initial here

Payment of deposit with incomplete plans DOES NOT secure your place in the review queue. ____ initial here

By signing on the line below, I attest that I have submitted ALL required plans and documents.

Applicant's Signature

Date

