

Commercial Building Permit Checklist

To register with My City Inspector, please visit www.springville.org/permits

Permits will not be accepted as incomplete submissions.

Permits cannot be accepted unless the site has DRC review and approval and all outside fees have been paid (i.e. irrigation company fees, SWPPP fees, etc.).

Items to include when submitting for a building permit:

- Completed Building Permit application
- Plan check fee is due in FULL at time of permit submission. Contact office staff for amount.
- 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.

Please request inspections through My City Inspector.

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

The following codes are applicable after July 1, 2023:

2021 International Building Code
2021 International Plumbing Code
2021 International Mechanical Code
2021 International Energy Conservation Code

2021 International Fire Code
2009 A117.1 Accessibility Standards
2020 National Electrical Code

