

Commercial Shell Building Permit Checklist

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

Permits will not be accepted as incomplete submissions.

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) showing allowable area, stories, identified occupancy groups proposed, proposed occupant loads, type of construction and fire resistive construction and accessibility requirements (endorsed by licensed design professional)
- Engineering (if required) with endorsement and calculations
- Structural Design/Architectural drawings with endorsements
(shall include all wall types and materials proposed with shell building)
- Water meter and PI shown on site plan (cannot be located in driveway)
- Electrical/Mechanical/Plumbing with appropriate endorsements for stubs and service level Equipment
- Electrical Service Information Request form and primary power plan from site plan approval
- Truss Engineering and layout from manufacturer or structural steel package
- ComCheck or ASHREA 90.1 compliance information for energy envelope
(includes windows, doors, walls, ceiling or roof and slab installations)
- ADA compliance with 2009 ANSI for egress paths and entrance to shell building
- 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

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

