



BLD #	Received by
Date	Valuation

## Commercial/Multi-Family Login Checklist

### Type of Construction:

Property address:	
Project description:	
Contact Name:	
Owner Name:	
Phone:	Email:

- New Construction
- Remodel or T.I.
- Shell Building
- Accessory Structure
- Other

Please complete the subsequent login checklist. If you believe an item is not applicable (N/A) to your project, you must provide an explanation in the box(es) provided. Be advised that, if you feel an item is not applicable (n/a) to your project, you must provide a reason prior to signing this form.

N/A OK **Explanation**

### General Requirements

- 1 Street address and project name:** Specify the street address and project name on every sheet of plans., matching the Certified Address.
- 2 Plan Sets:** Submit complete plans and supporting documents electronically. All plans must be drawn to scale.
  - a** Plans (civil, site, architectural, structural, electrical, mechanical, plumbing, etc).
  - b** Calculations
  - c** Specifications Plans, specifications, calculations, energy analysis and soils report (if required) must be sealed, signed & dated by an architect or engineer licensed by the State of Utah. Wet seal on cover sheet and copies on balance of sheets is permissible.
  - d** Soils reports
  - e** Energy analysis documents
  - f** Equipment cut sheets
- 4 Code Analysis:** MSD currently uses the following codes: 2015 IRC with State amendments and Appendix Q of the 2018 IRC only; 2018 International Codes with State amendments which include Building, Plumbing, Fuel/Gas, IECC, Mechanical and Fire Codes; the 2018 IBC; the 2020 NEC and Accessibility Code, ANSI A117.1-2009.
- 5 Sheet Index:** Index all the sheets in the submitted plans, in the order in which they are attached to the full set.
- 6 Site Plan:** Except for interior remodels that do not increase parking/landscape requirements, provide a fully dimensioned site plan drawn to scale. **See the site plan example.**

### Architectural Requirements

- 7 Plans:** Provide foundation, floor/roof plans, drawn to scale, dimensioning all areas of work to be performed. Clearly indicate existing vs. new construction.
- 8 Details/Sections:** Provide construction details on plans showing compliance with codes. Provide details showing all openings and penetrations in corridor or ceilings.
- 9 Elevations:** Provide interior and exterior building elevations, drawn to scale and fully dimensional.
- 10 Schedules:** Provide window and door schedules.

## Explanation

## Structural Requirements

**11 Special Inspections:** The architect/engineer shall indicate on the plan the portion of the work requiring a Special Inspection per code. Complete a Special Inspection form and return before a permit can be issued.

**12 Structural Analysis:** Provide structural analysis, design, and detail for the building and/or structure(s) per code. The structural analysis shall be calculated using wind loading, seismic, snow, and exposures per code.

## Electrical Requirements

**13 Plans & Schedules:** Provide complete plans and schedules with load calculations.

**14 One Line Diagram:** Provide one line diagram with fault current calculations and grounding.

## Mechanical Requirements

**15 Plans & Schedules:** Provide complete plans and detailed equipment schedules showing equipment specifications including operating weight.

**16 Details:** Provide details on commercial hood installations, paint booths, etc.

**17 Seismic:** Provide details for all seismic bracing.

## Plumbing Requirements

**18 Plans:** Provide complete plans showing all water, waste, vent and fuel gas design.

**19 Fixture Schedules:** Provide a complete list of fixtures and their associated units.

**20 Isometric:** Provide a DWV Isometric to current code.

## Other Approvals

**21 Gas Line Diagram:** Show a dimension of each section and meter size.

**22 Gas Appliances:** List all appliances, BTU, OFH.

**NOTICE per IBC:** In application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

It is the responsibility of the applicant to attach revised plans to the existing set in the order required by the index sheet.

By signing below, I certify that all construction drawings and documents are complete.

Applicant signature	Date
Title/Organization	Date