



NEW COMMERCIAL CHECKLIST

Prior to demolishing any part of a structure for new construction, remodels, or additions please refer to the Cottonwood Heights demolition requirements at www.ch.utah.gov

Below is a list of information that is required to be submitted with building plans for city staff to process the request. All plans must be drawn to a common scale, $\frac{1}{4}'' = 1'$ or larger, and must clearly indicate the location, nature, and extent of the proposed work. Plans lacking adequate detail will not be approved.

Fees: Fees are based upon the valuation of the building. Second reviews will be completed within 10 business days. Applicant is responsible for the actual staff cost of any subsequent reviews.

Remember, this is not a comprehensive list and is meant only to be a helpful guide!

Required Information:

An electronic PDF and two (2) sets of plans (24" x 36") drawn to scale that show:

- Building plans: separated into folders for Architectural, Civil, Electrical, Mechanical, and Plumbing
- Property tax I.D. number
- Project plan approval acceptance signed, and a copy of the mylar of site plan and utilities (24" x 36") signed by the Engineering, Water, and Storm Water departments. Include all project plan approval items:
 - Distance from the property line
 - Parking
 - Landscaping
 - Sprinkler system
- Code analysis table stating:
 - Applicable codes
 - Construction type
 - Occupancy
 - Exiting
 - Occupant load (per room & total)
 - Building area and height
 - Number of stories
 - Fire sprinkler and alarm requirements
- Geotechnical report required for new buildings and additions
- Structural design parameters and calculations
- Footing and foundation plan including the location of anchors/hold-downs
- Floor plan (include the use of each floor / area)

Continued Behind



NEW COMMERCIAL CHECKLIST CONTINUED

Continued from front

- Electrical:
 - Panel locations
 - Lights and switching
 - Outlets
 - Emergency lighting and exit signs
 - Load report
 - Service and ground diagram
- Mechanical
 - Size
 - Type of units
 - Ducting
- ASHRAE / COMcheck
- Plumbing
 - Pipe size and material
 - Venting
 - Gas
 - Schematic and load calculations
- ADA requirements shown with all dimensions
- Wall sections (footing to roof) for each type of the following walls:
 - Fire walls
 - Fire barriers
 - Fire partitions
- Ceiling and wall details
- Fire rated assemblies (listing and construction details)
- Stair section/stair and guardrail detail
- Stucco system (ICC report required)
- Fire sprinkler plans must be approved by the Fire Marshal prior to construction
- Each sheet is to be stamped by a Utah licensed architect for projects greater than 3000 square feet

Remember! This is not a comprehensive list and is only meant to be used as a helpful guide. Call us at 801-944-7000 if you have any questions