



Commercial Building Permit Minimum Submittal Requirements

The construction of any new structure within Payson City requires a building permit. **All plans, documentation, and information must be submitted in hard copy and electronically (disc or flash drive).**

Following review, the applicant will be notified of any additional information that is required or any changes that need to be made to the building permit application. Once the additional information and revisions have been submitted, the plan review will be completed. Following approval of the building permit application and payment of all fees, a building permit will be issued.

Please review the following checklist and make sure all the necessary information is included before submittal. If you have any questions regarding submittal or this checklist, please contact Development Services at 801-465-5204.

- Building Permit Application - Contractor's signature and copy of current license required.
- Deposit (\$500.00 (valuation < \$1,000,000), \$1,000.00 (valuation ≥ \$1,000,000), Remodel or Addition = Minimum \$100).
- The applicant is required to meet all of the zoning requirements for the underlying zone and the requirements of any development agreement and/or CC&R's recorded against the property.
- Fire Department Plan Submittal Form
- Food Services – Plans must be submitted to the Health Department, 801-851-4524, and the Department of Agriculture and Food Division, 801-538-7124.
- Building Plans
 - Two (2) complete plan sets required.
 - Clear, clean, legible plans drawn to scale with scale showing on the plans.
 - Original plans are required with any changes made in ink, drawn to scale, and readable.
 - All plans are to be on a uniform paper size and stapled/bound.
 - Reverse plans will NOT be accepted.
 - Plans need to include the following:
 1. TITLE AND LEGEND (on the front or site plan sheet):
 - A. name of owner and designer of the plans
 - B. type of occupancy classification
 - C. type of construction
 - D. total square footage for each occupancy classification
 - E. total square footage of each floor
 - F. square footage allowed
 - G. height allowed in feet and stories
 - H. area increases allowed for:
 1. distance to property line on 2, 3, or 4 sides
 2. area separation walls
 3. automatic fire sprinkler system
 - I. occupancy separations
 - J. occupant load
 - K. valuation of project

2. **WORKING DRAWINGS:** The working drawings are to be stamped by the architect on all architecture sheets, and all others stamped by the architect or a licensed engineer in the appropriate disciplines.
 - A. structural
 - B. mechanical (HCAC and plumbing)
 - C. electrical
 - D. civil

3. **SPECIFICATIONS:** In written form on drawings or separate book, covering the following:
 - A. in CSI, 16 division format; all divisions used on the project
 - B. material description
 - C. installation description (when not shown on drawings)

4. **SOILS REPORT:** As required, stamped by a PE.

5. **SITE PLAN:**
 - A. lot dimensions
 - B. show all buildings on the lot
 - C. show front, rear, and side setbacks
 - D. show any easements that are recorded on the property
 - E. show parking spaces with dimensions and all ingress and egress
 - F. show drainage plan and how drainage waste will be handled
 - G. legal street address
 - H. grade elevation of lot and building corners and top of foundation
 - I. show locations of building drain, building sewer, and water supply line and include the size and type of piping
 - J. provide a north arrow

6. **FLOOR PLAN (for each level):**
 - A. minimum scale or $1/4'' = 1'$
 - B. identify uses of all rooms in finished areas
 - C. dimension of all rooms, halls, etc.
 - D. show fire separations and how they are to be constructed including penetrations
 - E. dimensions of all windows, show type and how they open
 - F. show door sizes and rating, if applicable
 - G. show size and type of all beams
 - H. source of combustion air
 - I. show the location and size of the attic and crawl space access openings
 - J. show plans for fire protection and fire extinguishers

7. **ELEVATIONS (all four sides):**
 - A. minimum scale $1/8'' = 1'$
 - B. one side showing all floors including the basement
 - C. show finished grade
 - D. identify side
 - E. indicate attic ventilation specifications

8. **ELECTRICAL PLAN:**
 - A. show the location, type, and size of the service and breaker box
 - B. show the location of all receptacles, switches and light fixtures
 - C. show the location of all GFI protected receptacles
 - D. show clearances in front of all electrical equipment
 - E. show the locations of all fans
 - F. show the location of all smoke detectors. All smoke detectors are to be hard wired and in series.

9. HEATING PLAN:
 - A. show location of heating and cooling equipment and indicate sizes
 - B. show clearances in front of all heating and cooling equipment
 - C. if ventilation is not provided by windows, show how it is to be provided
 - D. show duct runs and venting equipment
 - E. show hoods and indicate the type and if they are ducted
 - F. show the location of all furnaces and source and duct for combustion air
 - G. show meter location
 - H. show the location of all air handlers
 - I. show the location and drawings of fire dampers and the location of access

10. PLUMBING PLAN:
 - A. show the location of all plumbing fixtures
 - B. show dimensions of showers, clearance for water closet and the flow rating of both
 - C. show shower door swing and door material, if applicable
 - D. show the location of the water heater and source of combustion air
 - E. show the location of the floor drain and drain pans
 - F. show locations and sizes of waste lines, gas lines, and water lines

11. CROSS SECTION:
 - A. show footing and foundation size and depth of footing for frost protection
 - B. show steel placement, size and grade
 - C. show sill plate and type of material
 - D. show foundation and masonry anchor bolts size and spacing
 - E. show floor system; joist size, spacing, grade and span, sheeting, thickness, and grade and underlayment, if applicable, and nailing schedules
 - F. show wall section; include:
 1. stud size, grade, and spacing
 2. sheeting, size, grade, and placement
 3. headers, material used and how they are to be constructed
 4. show siding type and how it is to be installed
 5. if the outer covering is stucco, provide full details of installation method
 6. if the outer covering is brick, provide details on membrane and tie locations
 7. show the type and thickness of drywall
 8. show seismic bracing for seismic zone III
 9. show the ceiling height of all floors including the basement
 - G. show location of all blocking for truss, joist and fire blocking
 - H. show details of roof construction; include:
 1. pitch
 2. framing members, size, grade, and spacing
 3. sheeting size and grade
 4. rafter tie location
 - I. show details of roofing and underlayment including grade and rating
 - J. show details of connections between post and beams
 - K. show rating and location of all insulation include wall, ceiling, floors, rim joist, and foundation
 - L. show nailing and connection schedules

12. ENERGY CALCULATIONS:
 - A. Provide an energy calculation showing compliance with ASHRAE 90.1 or show compliance with chapter 8 of International Energy Conservation Code.

13. TRUSS DETAIL: If the trusses are pre-engineered trusses, provide a truss detail from the manufacturer.

14. BEAMS: Indicate the location, type, and size of all beams.

15. STAIR PLAN:
 - A. show the height and run of all treads
 - B. the maximum variation in rise and run is 3/8"
 - C. show hand rails (34-38" high)
 - D. show guardrails (min. 42" high & max. opening under 4")

16. ACCESSIBILITY: All commercial plans are required to meet the State and Federal requirements for handicapped accessibility. All plans are required to have detailed drawings showing full compliance with these regulations.

17. FIRE ASSEMBLIES: Call out on the drawings or in specifications for the following areas:
 - A. walls, floor/ceiling, roof/ceiling assemblies as per "design number" or "file number" of one of the current publications of the following:
 1. "Fire Resistance Director", Underwriters Laboratories, Inc.
 2. "Fire Resistance Design Manual", Gypsum Association
 3. ICC Evaluation Reports
 - B. Roof coverings: Factory Mutual Design No. _____

18. SPECIAL INSPECTION: As required by IBC Sections 109.3.9 and 1704.13, noted on drawings and specifications.

19. ADDITIONS: Additions are more difficult than new construction and need detailed plans that include:
 - A. show the existing and the new portions in contrasting designing;
 - B. in remodels and additions, show connections between new and existing construction
 - C. provide a floor plan of the existing structure and include all windows that are in the affected area.