



**TOWN OF SPRINGDALE**

118 Lion Blvd PO Box 187 Springdale UT 84767  
435-772-3434 fax 435-772-3952

**COMMERCIAL BUILDING PERMIT**  
**APPLICATION/CHECKLIST**

FOR OFFICIAL USE ONLY	File # _____
Brief description of Project: _____	
Application Date: _____ Completed File Date: _____ Review Date: _____	
Notes: _____	
Authorization: _____	Revised 02/05

Note: A building permit application must include the following information prior to its acceptance and consideration. An application for a building permit will not be processed until the project has received a design/development review approval from the Planning Commission. The information presented with this application must be consistent with the design / development review approval. A sign requires a separate permit/application, which must be completed before the sign's construction and installation. The \* symbol indicates items required of all applications. The applicant should work with town staff to determine if any other items not identified with this symbol are required for this particular application. Submitted plans are expected to be professional quality in a scale typical to architectural drawing, and fully dimensioned.

**APPLICANT INFORMATION:**

Name \_\_\_\_\_

Business/  
Organization \_\_\_\_\_

Street  
Address \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

Email  
Address \_\_\_\_\_

Phones  
(Business) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

**SITE INFORMATION**

Project Address: \_\_\_\_\_

Tax Code Number: \_\_\_\_\_ Zone: \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

- \*Approved Design/Development Review Application
- \*Legal description of property
- \*Notarized statement of ownership or letter of authorization from the owner(s) of the property
- \*Existing zoning of the site and contiguous properties
- \*Proposed use of the property/structure
- Solid waste disposal system information including necessary approvals or permits
- \*Proof of any and all water connections associated with the property
- \*Identification of architect, designer, and engineer
- \*Identification of contractors (general, electrical, plumbing, etc.) with license numbers

### SITE PLAN (3 full-size copies and 1 – 11x17 copy)

- \*Property boundaries
- \*Property dimensions
- \*Setbacks from roadways, property lines, streams, springs, and all other waterways
- \*Location, proposed use, dimensions, and ground floor area of all existing and proposed buildings and structures
- \*Building separation dimensions
- \*Locations, dimensions, and materials of all other impervious surfaces such as patios, pools, tennis courts, and decks
- Locations and dimensions of reserved open space, if applicable
- \*Locations and dimensions of existing and proposed private roads, public rights-of-way, and improvements associated therewith
- \*Locations and dimensions of all existing and proposed easements
- \*Locations and dimensions of all existing and proposed driveways
- \*Locations and dimensions for pedestrian walkways and access
- Location of all buildings, easements, driveways, or other physical improvements within 100 feet of the subject property and contiguous to adjacent roadways
- \*Locations, quantity, materials, and typical dimensions of all off-street parking and loading spaces including design for interior traffic circulation and bicycle provisions
- \*Location, type, design, and intensity of exterior lighting
- \*Dimensions and placement of facilities for physically handicapped consistent with standards imposed by state codes
- Locations, materials, and typical dimensions of all public work items such as curb cuts, curbs, gutters, sidewalks, sidewalk design, and drainage plan in accordance with standards provided by the town engineer
- Location of existing and proposed utilities (all utilities must be installed underground)

- Location of nearest fire hydrant, proposed fire lanes, and turnarounds
- \*Provisions for refuse container(s) and outside storage areas
- \*Calculation of lot coverage (percentage of net developable acreage covered by impervious materials as defined in the Springdale Zoning Ordinance)

ARCHITECTURAL PLANS (3 full-size copies and 1 – 11x17 copy)

- \*Utah State registered architect's and structural engineer's seals, signatures, and dates required on at least the cover or title sheets
- \*Code analysis summary 2000 IBC:
  - Area of building
  - Height and number of stories
  - Type of construction
  - Whether building has fire sprinklers (engineered sprinkler and alarm plans are required to be submitted to the Rockville-Springdale Fire District)
  - Occupancy group
  - Occupant load
- \*Floor plans clearly indicating specific uses of all areas (1/8 inch scale or larger)
- \*Location of fire barriers, fire walls, fire partitions, smoke barriers
- \*Firestop requirements, methods used to protect through penetrations, membranes penetrations
- \*Extension elevations including vertical dimensions, types and color of all exterior finishing and surfacing materials
- \*Door and hardware schedules
- \*Window schedule
- \*Room finish schedule
- \*Stair details for all interior and exterior stairs
- \*Handrail and guardrail details
- \*Wall sections completely labeled and detailed
- \*Roofing, roof slope, and roof drainage plans including type and color of roof covering materials
- \*Structural drawings:
  - Footing and foundation plan
  - Wall construction
  - Floor framing plans
  - Roof framing plans
  - Details including how diaphragm connections transfer shears to vertical shear resisting elements
  - Disabled access provisions including details for ramps, areas of refuge, bathrooms, maneuvering clearances, landings, etc.

ELECTRICAL PLANS (3 full-size copies and 1 – 11x17 copy)

- \*Electrical engineer's seal, signature, and date
- \*Single line diagram of building service (service size)
- \*Lighting and power plans
- \*Exit signage
- \*Emergency lighting plan
- \*Electrical panel schedules

MECHANICAL PLANS (3 full-size copies and 1 – 11x17 copy)

- \*Mechanical engineer’s seal, signature, and date
- \*Plumbing fixtures locations
- \*Mechanical plans including smoke and fire damper locations
- \*Mechanical equipment schedules
- \*Mechanical equipment locations and screening materials

STRUCTURAL CALCULATIONS (3 full-size copies and 1 – 11x17 copy)

- \*Engineer’s seal, signature, and date
- \*Correct design criteria:
  - 90 mph with exposure B or exposure C as defined by IBC 1609.4
  - Seismic site class to be determined as per soils engineer (IBC 1615.1.1)
  - 21 psf ground snow load (15 psf roof) or minimum specified by IBC 1607.112
- \*Soils report
- \*Complete lateral analysis
- List of required special inspections and if special inspection is required, provide that agency name and inspector list with certification numbers

MATERIAL SPECIFICATIONS (3 full-size copies and 1 – 11x17 copy)

- \*Specifications

MATERIAL SAFETY DATA SHEETS (2copies)

- “MSDS” for flammable and combustible liquids and/or hazardous materials including maximum amounts to be onsite

For Office Use Only

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Building Inspector\_\_\_\_\_

Fire Marshall\_\_\_\_\_

Water/Sewer Inspector\_\_\_\_\_

Health Department (if required)\_\_\_\_\_

Criminal Background Check (if required)\_\_\_\_\_

Other\_\_\_\_\_

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