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# *Tenant Improvement of Commercial Buildings Building Permit Guide*

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## Documents Required for Permit Application

- A completed building permit application, with all pertinent information filled in.
- Three complete sets of plans for the project.
- Plans to be sealed by a registered design professional where required by The State of Utah Title Laws.
- Documentation of compliance method to meet the 2015 IECC. (Comcheck, performance, etc.)

## Required Plan Content

- Provide a complete code analysis of the existing shell building and the tenant improvement space:
  - Type of construction
  - Cross sections of build out
  - Occupancy classification
  - Square footage, allowable area analysis
  - Number of stories
  - Occupant load analysis
  - Restroom analysis
  - Exiting analysis shown on plan
  - Indication of separation or non-separated uses
- Provide a complete sheet index.
- Provide a site plan showing the distances to the property lines and to adjacent buildings on the same property. Show the location of the tenant space within the building. The site plan must also show the accessible elements.
- Any Structural changes to the building shell must be accompanied by structural calculations and structural plans signed and stamped by a registered Utah design professional.
- Provide the adjacent use or uses to determine occupancy separation as required by the IBC.
- Provide specific information regarding any proposed manufacturing processes to be employed within the proposed tenant improvement.
- Provide specific information regarding the types and quantities of all hazardous materials to be used or stored in the proposed tenant space.
- Provide a complete layout of all proposed equipment to be located in the proposed tenant improvement space.

## International Building Code information

- Provide a section view for all new partition walls being installed and show the following information on the plans:
  - Type, size and spacing of studs being used, provide gauge and connection to top and bottom plates.
  - Show method of attachment of top and bottom plates to the structure.
  - Show wall covering materials and details of attachment.
  - Show height of walls, partitions and ceiling.
  - Provide on the plans, the listing for any rated wall, ceilings or penetration details being used.
- Provide details for suspended ceiling, to include any seismic requirements.
- Show all accessibility requirements on the plans, for all applicable elements.

## Providing information for IECC compliance

- The tenant improvement must meet the minimum requirements of the currently adopted IECC with state amendments.
- All building, plumbing, mechanical and electrical calculations, as applicable, must be shown on the plans.
- Include details showing the installation of the required IECC elements and their R-values.

## National Electrical Code information

- Provide a panel schedule for all panels and show location.
- Provide electrical calculations.
- Show service size and existing loads to insure service is capable of handling new loads.
- Provide a single line drawing showing conduit, wire size, grounding and bonding.
- All lighting circuits and power circuits to be identified on plans.

## International Plumbing Code information

- Provide an isometric drawing showing, material types and pipe size of gas, waste vent, sewer and water drains.
- Provide an isometric drawing showing, material types and pipe size of drain, waste and vent.
- Where applicable, provide a grease interceptor calculation, criteria and design to the Cedar City Waste Water Management.

## International Mechanical Code information

- Provide location of all H.V.A.C equipment.
- Show location of all roof top units. If unit or curbs are existing, please state that on the plan. If new units or curbs are being added, please include the structural calculations and details to support the installations.
- Show duct sizing, material, fire/smoke dampers and registers. Please include input, output and total CFM of units.
- If applicable provide location, size, duct size and make up air source for grease hoods.
- Show location of roof access.
- Show sizing, routing and termination location of condensation drain lines.