

Woods Cross City Building Division

Commercial Plan Submittal Checklist

- Two complete sets of 24" X 36" plans (including site plan) and engineering calculations and one set in electronic format emailed to the South Davis Metro Fire Agency (SDMF) Fire Marshal at cvorwaller@sdmetrofire.org. It is the applicant's responsibility to obtain SDMF approval. Commercial permits will not be issued without prior approval from the fire marshal.
- Designate the registered design professional in charge—provide contact information, email, etc.
- Stamp and sign plans (cover to be wet stamped, other pages may be copied).
- Code analysis including occupancy classification, building type, occupant loads, etc.
- List of all applicable building codes
- Page index
- Site plan stamped by a licensed surveyor
- Floor plan
- Footing/foundation plan
- Roof/floor framing plan
- Plumbing plan
- Stair section/guardrail detail/handrail detail
- Elevator detail
- Elevations (interior and exterior must be drawn to scale and full dimensions)
- Wall section—show exterior wall envelope, wall types, and all rated assemblies
- Window and door schedule with associated fenestration ratings and safety glazing location
- List all deferred submittals
- Means of egress and travel distance, occupant load, all components
- Site improvements must be prepared by a licensed civil engineer
- Electrical plan
- Elevator plan
- Pool plan
- Equipment schedule (exhaust hoods)
- Mechanical/HVAC designs with heat loss calculation; manuals J, S, and D
- Como Check or other approved method of energy code compliance
- Gas line schematic
- Engineering stamped structural pages and calculations
- ADA accessible route, parking, restrooms, etc. (if applicable)
- Show compliance with Chapter 17 of the IBC for required special inspections