

**COMMERCIAL CONSTRUCTION
BUILDING PERMIT & PLAN REVIEW INFORMATION
Check List**

Contact Information & Required Fees

- Name, address, & phone number of the owner of property.
- Names of all Contractors, their Utah state license numbers, addresses, phone numbers, and business licenses.
- Detailed map with directions to locate property for pre-site inspections.
- Building Permit Fee is based on an estimated construction valuation that is determined during the review process. This fee will be assessed after the plans have been reviewed and revised as required to meet minimum code requirements.
- Plan review fees will be equal to 65 % of the building permit fee. Some projects may need to be sent out of house for review. Any actual cost for this service will be assessed to the applicant.
- A Plan Review deposit of \$200.00 will be collected at the time of application.

Zoning Verification Required

- If the subject property is not in a zone that permits the use, a conditional use permit will be required before the building permit may be issued. Call (435) 789-2255 or 789-6924 for more information
- Legal description of property, and proof of ownership. If property is a new split you will need to get it approved by the County Planning & Zoning Department, this requires doing a minor subdivision. Call (435) 789-2255 Ext.113 for more information.
- If property is located within an approved subdivision, you may need approval from the Architectural Committee/Homeowners Association for that development.
- Road access approval. State Road (UDOT) (801)-227-8000 or County Road Department (435) 738-2468. Approach must be installed and approved before any inspections will be scheduled
- Check for flood plain

Waste Water Disposal Required

- If connecting to a public sewer system, provide a receipt from Vernal City.
- If plans are for a restaurant or food service or hospital, contact Tri-County Health Department - (435) 722-6310.
- If the use will require separators for oils, greases or hazardous wastes, approval of the building sewer design from Tri-County Health Department must be provided.

Potable Water Source Required

- If water source is a public culinary water system, provide a letter or receipt from the Vernal City Building Department verifying a water connection has been purchased.
- A bond or prequalification must be obtained from Vernal City for any work in right of ways.
 - Provide an inorganic test showing the water is suitable as a potable water source. This test will take from **4-6 weeks for results**. Contact the Tri-County Health Department (435) 722-6310, for more information and to pick up a sample test kit.

Wildland Urban Interface Code Review Required for buildings located in the Wildland Urban Interface. Typically structures located out side of incorporated city limits.

- This review will help identify required exterior building finishes and property conditions to help protect the structure in the event of wild fire.

Plans Required

International Building Code Section 106.1, Submittal documents, Utah Code 58-3a-602,

Plans and specifications to be sealed and Utah Code 58-22-602, Plans, specifications, reports, maps, sketches, surveys, drawings, documents, and plats to be sealed. **All** of these laws require plans be submitted for a building project. **All** plans must be prepared under the supervision of a design professional licensed in this state. **All** plans submitted for a building permit must be sealed by design professional licensed in this state.

All revised final plans submitted for the building permit must bear the seal of a Utah Licensed Professional.

For plan review submit two complete sets of plans for the project. Plans shall include but not be limited to the following;

Building Site Requirements (Final plans must be designed and stamped by a Utah Licensed Design Professional)

- Detailed Plot Plans:** Show location of the proposed building or buildings; Set backs from property lines and other buildings on the same site; Locations of right-of-ways or easements for roads, utilities or other access; Property access location from a county or state road; parking lot layout with accessible routes identified; Fire hydrant locations on or off of property; Drainage graduations and curb elevations; Retaining wall designs and locations; and any other information that may help facilitate determining code and zoning compliance.
- Soils Report:** Per IBC section 1802.1, Foundation and soils investigations shall be conducted in conformance with Sections 1802.2 through 1802.6. Where required by the building official, the classification and investigation of the soil shall be made by a registered design professional.

Architectural Requirements (Final plans must be designed and stamped by a Utah Licensed Architect)

- Detailed Floor Plans:** Provide a floor plan for each level of the building. Plans must be fully dimensioned; show window and door location and sizes; identify each room and/ or area for use; show location of any fire partitions or occupancy separations; show exit locations and path ways; and any other information that may help facilitate determining code compliance.
- Detailed Exterior Elevations:** Provide elevations of all four sides of the structure; show floor and roof heights; detail exterior finish materials; window and door locations; distances between opening from level to level; offset of opening from level to level; and any other information that may help facilitate determining code compliance.
- ADA Requirements Detailed:** All plans must show detailed compliance with Chapter 11 and ICC/ANSI A117.1–2003 for Accessibility.
- Building Cross Sections:** Provide cross sections specific to the structure that show Wall framing type; Insulation type and R value; Fire stop materials and locations; wall opening flashings; Exterior finish connections; and any other information that may help facilitate determining code compliance.
- Architectural Details:** Shaft designs; Stair Details; Exit Corridor details; and any other information that may help facilitate determining code compliance.

Mechanical Systems

All HVAC systems and equipment requirements must be designed and specified by a Utah

Licensed Design Professional.

Plumbing Systems

All Plumbing systems and fixture requirements must be designed and specified by a Utah Licensed Design Professional.

Electrical Systems

All electrical systems and equipment requirements must be design and specified by a Utah Licensed Design Professional.

Energy Conservation Requirements

All buildings and energy consuming systems must be evaluated for compliance with the 2006 International Energy Conservation Code. Evaluation must be completed by the Utah Licensed Design Professional of record.

Structural Requirements (Final Plans and calculations must be designed and stamped by a Utah Licensed Engineer)

Foundation Designs Shall Include:

- 1802.2.6 Seismic Design Category C. Where a structure is determined to be in Seismic Design Category C in accordance with Section 1613, an investigation shall be conducted and shall include an evaluation of the following potential hazards resulting from earthquake motions: slope instability, liquefaction and surface rupture due to faulting or lateral spreading.
- 1802.6 Reports. The soil classification and design load-bearing capacity shall be shown on the construction document. A written report of the investigation shall be submitted that includes, but need not be limited to, the following information:
 1. A plot showing the location of test borings and/or excavations.
 2. A complete record of the soil samples.
 3. A record of the soil profile.
 4. Elevation of the water table, if encountered.
 5. Recommendations for foundation type and design criteria, including but not limited to: bearing capacity of natural or compacted soil; provisions to mitigate the effects of expansive soils; mitigation of the effects of liquefaction, differential settlement and varying soil strength; and the effects of adjacent loads.
 6. Expected total and differential settlement.
 7. Pile and pier foundation information in accordance with Section 1808.2.2.
 8. Special design and construction provisions for footings or foundations founded on expansive soils, as necessary.
 9. Compacted fill material properties and testing in accordance with Section 1803.5.
- Foundation plans designed from the above information and show; footing location, size and reinforcement requirements; foundation wall locations, size and reinforcement requirements; concrete floor location, thickness and reinforcement requirements.
- Foundation details.

Detailed Framing Plans: (Must be designed and stamped by a Utah Licensed Engineer)

Floor Framing Plans:

- Framing plans for each floor level of the building; show floor joist type, layout, size, spacing and attachment; show rim joist type, size and attachment; detail floor opening locations; detail framing requirements for the opening; and any other information that may help facilitate determining code compliance.

Roof Framing Plans:

- Conventionally framed roof systems must show rafter type, size and spacing; ceiling joist type size and spacing; rafter tie type size and spacing; collar tie type size and spacing. All roof designs must detail connections to walls and other framing members; and any other information that may help facilitate determining code compliance.
- Engineered truss roof designs must include a preliminary layout and truss design package. Prior to the installation of a truss roof package the final designs that are stamped by a Utah Licensed Structural Engineer must be submitted for review and approval.

Building Cross Sections:

- Provide cross sections specific to the structure that show Wall framing type; Structural connections; and any other information that may help facilitate determining code compliance.

Fire Suppression Systems:

- Complete shop drawing for any fire suppression system required or to be used.

Special Systems:

- Complete designs and specifications for special systems unique to the use of the building. (Cooking Hoods, Chemical exhaust systems, Air contaminate removal systems etc.)

Licensed Design Professionals CANNOT perform engineering or architectural acts or practices that exceed the scope of the education and training of the person. See the attached sections of the Utah Code.

Note:

As of June 2008, The following buildings will require the structural engineering to be done by a Utah Licensed Structural Engineer.

Building Category III

Buildings and other structures that represent a substantial hazard to human life in the event of failure, including but not limited to:

- Covered structures whose primary occupancy is public assembly with an occupant load greater than 300.
- Buildings and other structures with elementary school, secondary school or day care facilities with an occupant load greater than 250.
- Buildings and other structures with an occupant load greater than 500 for colleges or adult education facilities.
- Health care facilities with an occupant load of 50 or more resident patients, but not having surgery or emergency treatment facilities.
- Jails and detention facilities.
- Any other occupancy with an occupant load greater than 5,000.

- Power-generating stations, water treatment for potable water, waste water treatment facilities and other public utility facilities not included in Occupancy Category IV.
- Buildings and other structures not included in Occupancy Category IV containing sufficient quantities of toxic or explosive substances to be dangerous to the public if released.

Building Category IV

Buildings and other structures designated as essential facilities, including but not limited to:

- Hospitals and other health care facilities having surgery or emergency treatment facilities.
- Fire, rescue and police stations and emergency vehicle garages.
- Designated earthquake, hurricane or other emergency shelters.
- Designated emergency preparedness, communication, and operation centers and other facilities required for emergency response.
- Power-generating stations and other public utility facilities required as emergency backup facilities for Occupancy Category IV structures.
- Structures containing highly toxic materials as defined by Section 307 where the quantity of the material exceeds the maximum allowable quantities of Table 307.1.(2).
- Aviation control towers, air traffic control centers and emergency aircraft hangars.
- Buildings and other structures having critical national defense functions.
- Water treatment facilities required to maintain water pressure for fire suppression.

Definitions of Significant Structures from text of bill (summary.)

2008 S.B. 200 PROFESSIONAL ENGINEERS LICENSING AMENDMENTS

Significant structures include:

(i) Buildings and structures representing a substantial hazard to human life including:

- (A) Public assembly with an occupant load greater than 300;
- (B) Elementary & secondary school, or day care facilities with an occupant load over 250;
- (C) Buildings with an occupant load greater than 500 for colleges or adult education facilities;
- (D) Health care facilities with an occupant load of 50 without surgery or emergency facilities;
- (E) Jails and detention facilities with a gross area greater than 3,000 square feet; or
- (F) Any occupancy with an occupant load greater than 5,000;

(ii) Buildings and other structures designated as essential facilities, including:

- (A) Health care facilities having surgery or emergency treatment facilities over 3,000 SF.
- (B) Fire, rescue, and police stations and emergency vehicle garages 24 feet tall or 5,000+ sf.
- (C) Designated emergency shelters over 3,000 sf;
- (D) Designated emergency operation centers over 24' tall or 5,000+ sf;
- (E) Public utility facilities required as emergency backup facilities over 3,000 sf;
- (F) Structures over 24 feet high or 5,000+sf. with highly toxic materials over allowances.
- (G) Air traffic control centers, and emergency aircraft hangars over 35' or 20,000 sf.

(iii) Buildings and other structures requiring special consideration, including:

- (A) Structures or buildings that are:
 - (I) Normally occupied by human beings; and
 - (II) Five stories or more in height; or
 - (III) With average roof height over 60 feet above the average ground level; or
- (B) All buildings over 200,000 aggregate gross square feet in area.

Duchesne County Code 15.06.010 and International Building Code section 106.1 Submittal documents.

Construction documents, statement of special inspections and other data shall be submitted in one or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

Utah Code 58-3a-602. Plans and specifications to be sealed.

(1) Any final plan and specification of a building erected in this state shall bear the seal of an architect licensed under this chapter, except as provided in Section 58-3a-304, in Title 58, Chapter 22, Professional Engineers and Land Surveyors Licensing Act, and by the codes adopted under Title 58, Chapter 56, Uniform Building Standards Act.

(2) Any final plan and specification of a building prepared by or under the supervision of the licensed architect shall bear the seal of the architect when submitted to a client, or when submitted to a building official for the purpose of obtaining a building permit, even if the practice is exempt from licensure under Section 58-3a-304.

58-3a-304. Exemptions from licensure.

(1) In addition to the exemptions from licensure in Section **58-1-307**, the following may engage in the stated limited acts or practices without being licensed under this chapter:

(a) a person offering to render architectural services in this state when not licensed under this chapter if the person:

(i) holds a current and valid architect license issued by a licensing authority recognized by rule by the division in collaboration with the board;

(ii) discloses in writing to the potential client the fact that the architect:

(A) is not licensed in the state;

(B) may not provide architectural services in the state until the architect is licensed in the state; and

(C) that such condition may cause a delay in the ability of the architect to provide architectural services in the state;

(iii) notifies the division in writing of his intent to offer to render architectural services in the state; and

(iv) does not provide architectural services or engage in the practice of architecture in this state until licensed to do so;

(b) a person preparing a plan and specification for a one, two, three, or four-family residence not exceeding two stories in height, exclusive of basement;

(c) a person licensed to practice professional engineering under Title 58, Chapter 22, Professional Engineers and Land Surveyors Licensing Act, performing engineering or incidental architectural acts or practices that do

not exceed the scope of the education and training of the person performing architecture;

(d) unlicensed employees, subordinates, associates, or drafters of a person licensed under this chapter while preparing plans and specifications under the supervision of an architect;

(e) a person preparing a plan or specification for, or supervising the alteration of or repair to, an existing building affecting an area not exceeding 3,000 square feet when structural elements of a building are not changed, such as foundations, beams, columns, and structural slabs, joists, bearing walls, and trusses; and

(f) an organization engaged in the practice of architecture, provided that:

(i) the organization employs a principal; and

(ii) all individuals employed by the organization, who are engaged in the practice of architecture, are licensed or exempt from licensure under this chapter.

(2) Nothing in this section shall be construed to restrict a draftsman from preparing plans for a client under the exemption provided in Subsection (1)(b) or taking those plans to a licensed architect for his review, approval, and subsequent fixing of the architect's seal to that set of plans if they meet the building code standards.

Utah Code 58-22-602. Plans, specifications, reports, maps, sketches, surveys, drawings, documents, and plats to be sealed.

(1) Any final plan, specification, and report of a building or structure erected in this state shall bear the seal of a professional engineer or professional structural engineer licensed under this chapter, except as provided in Section **58-22-305**, in Title 58, Chapter 3a, Architect Licensing Act, and by the codes adopted under Title 58, Chapter 56, Uniform Building Standards Act.

(2) Any final plan, specification, and report prepared by, or under the supervision of, the professional engineer or professional structural engineer shall bear the seal of the professional engineer or professional structural engineer when submitted to a client, when filed with public authorities, or when submitted to a building official for the purpose of obtaining a building permit, even if the practice is exempt from licensure under Section **58-22-305**.

(3) Any final plan, map, sketch, survey, drawing, document, plat, and report shall bear the seal of the professional land surveyor licensed under this chapter when submitted to a client or when filed with public authorities.

58-22-305. Exemption from licensure.

(1) In addition to the exemptions from licensure in Section **58-1-307**, the following may engage in the stated limited acts or practices without being licensed under this chapter:

(a) a person offering to render professional engineering, professional structural engineering, or professional land surveying services in this state when not licensed under this chapter if the person:

(i) holds a current and valid professional engineer, professional structural engineer, or professional land surveyor license issued by a licensing authority recognized by rule by the division in collaboration with the board;

(ii) discloses in writing to the potential client the fact that the professional engineer, professional structural engineer, or professional land surveyor:

(A) is not licensed in the state;

(B) may not provide professional engineering, professional structural engineering, or professional land surveying services in the state until licensed in the state; and

(C) that such condition may cause a delay in the ability of the professional engineer, professional structural engineer, or professional land surveyor to provide licensed services in the state;

(iii) notifies the division in writing of his intent to offer to render professional engineering, professional structural engineering, or professional land surveying services in the state; and

(iv) does not provide professional engineering, professional structural engineering, or professional land surveying services, or engage in the practice of professional engineering, professional structural engineering, or professional land surveying in this state until licensed to do so;

(b) a person preparing a plan and specification for a one-, two-, three-, or four-family residence not exceeding two stories in height, exclusive of basement;

(c) a person licensed to practice architecture under Title 58, Chapter 3a, Architecture Licensing Act, performing architecture acts or incidental engineering or structural engineering practices that do not exceed the scope of the education and training of the person performing engineering or structural engineering;

(d) unlicensed employees, subordinates, associates, or drafters of a person licensed under this chapter while preparing plans, maps, sketches, drawings, documents, specifications, plats, and reports under the supervision of a professional engineer, professional structural engineer, or professional land surveyor;

(e) a person preparing a plan or specification for, or supervising the alteration of or repair to, an existing building affecting an area not exceeding 3,000 square feet when structural elements of a building are not changed, such as foundations, beams, columns, and structural slabs, joists, bearing walls, and trusses;

(f) an employee of a communications, utility, railroad, mining, petroleum, or manufacturing company, or an affiliate of such a company, if the professional engineering or professional structural engineering work is performed solely in connection with the products or systems of the company and is not offered directly to the public; and

(g) an organization engaged in the practice of professional engineering, structural engineering, or professional land surveying, provided that:

(i) the organization employs a principal; and

(ii) all individuals employed by the organization, who are engaged in the practice of professional engineering, structural engineering, or land surveying, are licensed or exempt from licensure under this chapter.

(2) Nothing in this section shall be construed to restrict a draftsman from preparing plans for a client under the exemption provided in Subsection (1)(b) or taking those plans to a professional engineer for his review, approval, and subsequent fixing of the engineer's seal to that set of plans if they meet the building code standards.