



NEW COMMERCIAL BUILDINGS PLAN SUBMISSION REQUIREMENTS

For a complete plan check, this submittal process must be followed

1. Complete the online **permit application form** in the Building Services Online Portal. If this is your first time working with Draper, you will need to [create an account](#).
2. **A PLANNING APPROVED Site plan** is required prior to submission of plans for building permit review.
3. Please include the following with this online application submission.
 - a) A copy of the planning approved site plan.
 - b) Complete construction drawings in **unlocked** electronic PDF format. (See drawing requirements below).
 - c) The applicable Contractor's name as a contact.
 - d) The property owner's name as a contact.
 - e) Please provide a completed [Public Improvement Bond Agreement](#). A \$5,000.00 cash bond is required to be deposited with the City before issuing the permit.
4. **Plan Review fees** must be paid when submitting for a commercial building permit. Building valuation dollar amounts must also be provided. Within 24 – 48 hours after the permit is submitted, we'll send you an email with the invoice and payment details. You can also find the invoice on the portal. **This invoice must be paid before your permit review can start.** After the permit review is done, we'll let you know with an email that the permit is ready to be issued once the rest of the fees are paid. The permit fees left will vary based on the project.
5. A completed and recorded **Geohazard Disclosure** Form must be submitted *before* the permit can be issued.
6. Additional information may be required to be attached, as instructed during the online application process.

Drawing Requirements

All submitted drawings must be properly formatted, in **unlocked** electronic PDF format, with consecutively numbered pages, inclusive within a PDF file (not individual pages). On larger projects, architectural, civil, electrical, mechanical, plumbing, and structural can be sent as separate PDF sets (not individual pages). All drawings **must** be drawn to scale. All projects must be designed per the currently adopted, applicable Codes (IBC, ICC A117.1, IECC, IFC, IFGC, IMC, IPC, and NEC.)

Please provide the following ***in electronic format only.***

1. **Planning Approved Site Plan** showing the proposed location of the structure on the property. Additionally, the site plan must:

- a) Show the locations of existing buildings, fences, retaining walls, and easements.
 - b) Show the proposed structure fully dimensioned, detailing the size of the structure.
 - c) Show the locations of proposed utilities (natural gas, power, water, and sewer) serving the proposed structure.
 - d) Provide dimensioned distances from the proposed structure to property lines and adjacent structures.
2. **Complete Building Plans.** Please provide Architectural, Structural, Electrical, Mechanical, and Plumbing plans as needed for the proposed structure. All plans must be wet-stamped, signed, and dated in a discernable color by a qualified design professional licensed in the State of Utah. Electronic stamps and signatures are acceptable provided the drawings remain unlocked. Additionally, include in the plans the following Information, as appropriate.
- a) A Plan Cover Sheet showing:
 - i. An index of pages in the complete plan set.
 - ii. Complete code analysis of the structure per the currently adopted IBC, IMC, IPC, NEC, and the applicable Utah State Amendments to the Codes.
 - iii. Indicate whether the structure is designed per the currently adopted IECC or ASHRAE 90.1, and the applicable Utah State Amendments to the Codes. The architect must select one and apply it to the entire building.
 - b) Occupancy load calculations and egress plan for the structure as applicable.
 - c) Separate restroom plans with dimensions including details showing that accessibility requirements are met.
 - d) All applicable schedules, including door, finish, window, etc.
 - e) Fire-resistance-rated walls and/or floor/ceiling assemblies in their entirety on the plans.
 - f) Provide the name of the structural steel fabricator to be used, if applicable.
3. **COMcheck** (all portions) signed and dated by the applicable designers based on the currently adopted IECC or ASHRAE 90.1, as specified by the design architect. Supporting documentation should include heat loss/cooling and duct sizing calculations sealed, signed, and dated by the designer. These should correlate with the duct sizes shown on the mechanical plans.
4. **Complete Structural Calculations** supporting the provided structural drawings. Include ALL load assumptions used in the design of this structure.
5. **Statement of Special Inspections.** All documents required by IBC 1704.3.1 shall be submitted at the time of permit application.
6. **Geotechnical Report.** Peer review is required on all geotechnical reports. A scoping meeting is required with Draper City's consultants before any geologic hazard investigation.
7. **Geohazard Disclosure Form.** This document states the geological hazards determined to be present on the site as part of the geotechnical report produced for this project. This disclosure must be completed and recorded at the County's Recorder Office, and then a signed, recorded copy is provided to the City.