

# COMMERCIAL BUILDING PERMIT REQUIREMENTS

The applicant shall be required to submit the following information to the Community Development Department, 655 North 1250 West, Centerville, 801-292-8232. Additional information may be requested after the formal application is received.

## REQUIRED DATA: BUILDING PERMIT

1. Building Permit Application	This form shall be completed with name address and telephone number of the applicant and the applicants agent, if applicable
2. Plot Plan	Two site plans must be submitted and will need to include: The plan must include: applicants name, site address, property boundaries and dimensions, layout of existing and proposed buildings including front, rear and side set backs, parking, sidewalks, park strips, landscaping, utilities, water meters uses within one hundred (100) feet of the subject property. <u>Show final grade elevations of the entire lot and building corners, finished foundation elevation and show lot draining at a 2% minimum to the street</u>
3. Building Plans	Submit two (2) sets of the building plans
4. Energy Designs	Submit two (2) ResCheck (as acceptable to the Building Official), 2006 IECC Prescriptive Manual J Heat Loss Calculations, Duct design, Stucco Listing and Truss Calculations.
5. Engineered plan sheets and structural calculations	Plans must be stamped and signed by a licensed engineer
6. Residential Stormwater Permit Application	Submit completed Residential Stormwater Permit for construction activity
7. Fees	Once the Building Permit is approved, all fees must be paid. Building fees are determined by the Building Official. Impact fees and other construction fees may apply to an individual Building Permit. These fees are determined by the department heads after careful calculation and research of the applicants proposed Building Permit, Plot Plan, or other factors

# PROCEDURES FOR BUILDING PERMIT REVIEW

1. Submit your application, Plot Plan, Building Plan and all other required information to our Public Works Department, 655 N. 1250 W.
2. When all required information is submitted, the Building Official will review the plans to determine completeness and compliance with all building regulations. The building permit will then be forwarded to each department to ensure all applicable requirements have been completed. The planning department will review setback information and if necessary, the City Engineer will review the plans. If there are needed corrections before approval can be granted you will be informed by a member of staff. After the corrections have been addressed and the permit resubmitted, it will continue the review process.
3. The Zoning Administrator will then approve, approve with conditions, or deny the zoning compliance request. This decision is based on the provisions of the Centerville City Zoning and Ordinance and by verifying the standards of applicable zones. Conditions may be imposed as necessary to achieve conformance with applicable code requirements.
4. If your request is denied by the Zoning Administrator, you may appeal the decision by completing an application within fourteen (14) days of the decision which was made [12-21-200(c)]. Applications may be found at our 655 N. 1250 W. office.
5. When the permit is approved and fees calculated a member of staff will inform you that your application is ready to be picked up from the Public Works Department, 655 North 1250 West. After all the fees have been paid, a permit number will be issued and construction may begin.
6. <b>The building permit will expire after 180 days and have no further force or effect on activity, construction or occupancy authorized by the permit.</b> In addition, the building can not be occupied until the final inspection has been completed, the construction bond has been released and the certificate of occupancy has been issued.

## Scheduling a Building Inspection

1. Call the public works office to set up an appointment, 292-8232. A 24-hour advance notice is required.
2. A listing of required Inspections are provided at the time of Building Permit Issuance.
2. Provide the following information:
  - Permit number
  - Location/address of project
  - Contact name and number
  - Type of inspection you are requesting