



HEBER CITY COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Rev. 2015

Electronic plan reviews

In order to expedite your plan review, please check your plans, support documents (such as engineering calculations or energy code analysis etc...) and application to be sure the following information has been included. When all has been verified submit the complete application and a CD/Flash Drive with the plans and support documents as pdf files to the Building Department for review. Engineers and Architects must seal, sign and date their work. Digital productions of these are accepted by the Building Department.

A soils report may be required for some areas of the City that have problem soils.

APPLICATION

- All boxes and areas of the shaded half of the application need to be filled out. Yet to be determined sub-contractor information left blank will result in corrections on the plan review.
- Actual address of the new building.
- Contact email address (electronic reviews are sent to this contact.)
- Application needs to be signed by general contractor or owners' agent.

SITE PLANS

- All building setbacks
- Parking including accessible spaces, access aisles, curb ramps, accessible route, door landings etc. (slope for all items should be clearly indicated on plans.)
- Vertical signage at accessible parking spaces with details.

BUILDING PLANS

- Plans must have a code analysis summary to current code (2012 I codes 2011 NEC)
 - Building area (actual and code allowed)
 - Height and number of stories
 - Type of construction
 - Is the building fire sprinkled or not.
 - Occupancy group or groups
 - Occupant loads

Area increase calculations if needed

Special inspection list based on code requirements

- Fully dimensioned floor plans indicating specific uses of all spaces and areas.
- Location and identifiers for all Fire Partitions, Fire Barriers, Fire Walls, or Smoke Barriers.
- Fire stop requirements and proposed methods to be used.
- Building elevations
- Door and hardware schedules
- Window schedules
- Stair details for all interior and exterior stairs
- Handrail and guard details
- Wall sections completely labeled and detailed
- Roofing and roof drainage plans
- Structural drawings
 - Footing and foundation plans
 - Wall construction
 - Floor framing plans
 - Roof framing plans
 - Details including how diaphragm connections transfer shear loads
- Disabled access provisions including details for ramps, areas of refuge, restrooms, maneuvering clearances, landings, etc...

ELECTRICAL PLANS

- Electrical engineers seal, signature, and date for complex designs
- Single line diagram of building service
- Lighting and power plans
- Exit signage
- Emergency lighting plan
- Electrical panel schedules

MECHANICAL PLANS

- Mechanical engineers seal, signature, and date for complex designs
- Plumbing fixture locations and schedules
- Mechanical plans including smoke and fire damper locations

STRUCTURAL CALCULATIONS

- Engineer's seal, signature, and date for all designs
- Correct design criteria
 - Wind 115 mph with exposure C (exposure B with Building Official approval)

Seismic site class to be determined as per soils engineers report

Snow load based on site specific elevation and use of the Utah State formula for roof snow load calculation

Correct longitude and latitude for seismic response values

- Soils report If required by Building Official
- Complete lateral analysis
- List of required special inspections, if special inspection is required provide agency and inspector list with certification numbers

MATERIAL SPECIFICATIONS

- Provide specification sheets/books

BUILDING ENERGY ANALYSIS

- Energy analysis indicating compliance with the current adopted IECC

PLAN REVIEW PROCESS

- Plans are reviewed on a first come first served basis regardless of complexity.
- Review comments will be sent electronically and corrections will be received electronically.
- A preliminary plan review is conducted by Planning, Engineering and Building after submittal that takes approximately one week. The purpose of this review will be to make sure that the submittal is complete and to identify any site specific issues.
- New commercial construction applications are reviewed through third party review with Kimball Engineering. The applicant will be responsible for payment of the plan review directly with Kimball Engineering.
 - Timing for first review comments are approximately two weeks
 - Timing for subsequent reviews are approximately one week
- After Kimball Engineering finds the application to be code compliance the Building Department will take approximately one week to finalize the permit for issuance and calculate building/impact fees.

Once the review is complete and the plans and documents are ready for permit issuance the approved files will be sent electronically and the applicant will need to print ONE set of all approved documents. This set will need to be presented to the Treasurers' office for the permit (it will become the field set).

PAYMENTS

Multiple Checks will be needed to pay for the permit. Those Checks will be to the entities listed below.

Check # 1 – Heber City – This check is for all city impact fees and Building Permit fees. This Check is paid in the Treasurer’s Office.

Check # 2 – Heber Valley Special Service District (HVSSD)-. This Check is paid in the Treasurer’s Office.

Check # 3 – Wasatch County Special Service District - This Check is for Fire and Garbage Impact Fees. Payment should be made directly to Wasatch County at 25 North Main Street.

Check # 4 – Heber Light & Power – This Check is for Impact Fee’s and these fees vary depending on the amperage of the home. Please contact Heber Light & Power at 435-654-1581 for more information. Payment should be made directly to Heber Light & Power located at 31 South 100 West.