



# HEBER CITY

## COMMERCIAL REMODEL AND TENANT FINISH

### SUBMITTAL REQUIREMENTS

Rev. 12/2018

#### 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...) to be sure the information listed below has been included. When all has been verified, submit your application, plans and support documents as pdf files at [heber.mycityinspector.com](http://heber.mycityinspector.com). This will alert the Building Department of your application for review. Engineers and Architects must seal, sign and date their work. Digital productions of these are accepted by the Building Department.

Remodeling of spaces over 3000 sqft requires a licensed Architect do the design work. Projects with budgets over \$3,000.00 will require general contractors.

Assure all applicable items are included on plans.

#### ONLINE APPLICATION

- Complete the online application with all information requested based on the type of permit requested.

#### BUILDING PLANS

- Provide a floor plan showing what is there and what is changing i.e. (before and after)
- 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.
- Door and hardware schedules
- Window schedules
- Show location of restrooms even if the restrooms are not part of the remodel/tenant finish.
- Changes in space occupancy may require restrooms to be upgraded for accessibility even if not part of the remodel or tenant finish.
- Restrooms added must meet all accessibility requirements.
- Show all floor elevation changes greater than ½"
- Stair details for all interior and exterior stairs
- Handrail and guard details
- Wall sections completely labeled and detailed

- Structural drawings
  - Engineer's seal, signature, and date for all designs
  - Wall construction
  - Floor framing plans
- 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
- Lighting and power plans
- Exit signage
- Emergency lighting plan
- Electrical panel schedules
- Show location of existing electrical panels

#### MECHANICAL PLANS

- Mechanical engineers seal, signature, and date for complex designs
- Plumbing fixture locations and schedules

#### 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. All communication and document transfer will be through MyCityInspector.
- The initial review process can take **3 weeks** to complete based on work load at the time of being submitted.