Commercial Building Permit Checklist

To register with City Inspect, please visit https://www.springvilleutah.gov/community-development/building-division/

Permits will not be accepted as incomplete submissions.

Permits cannot be accepted unless the site has DRC review and approval and all outside fees have been paid (i.e. irrigation company fees, SWPPP fees, etc.).

Items to include when submitting for a building permit:

___ Completed Building Permit application
___ Plan check fee is due in FULL at time of permit submission. Contact office staff for amount.
___ Water Shares tendered (if not previously done with development)

One COMPLETE set of non-secured construction plans, in a .pdf format, submitted on a CD, flash drive, email or Dropbox account which includes:

___ Plat or site plan (Approved through DRC)
___ Cover sheet showing design information (code analysis)
___ Engineering (if required) with endorsement and calculations
___ Structural Design/Architectural drawings with endorsements
___ Electrical/Mechanical/Plumbing with appropriate endorsements
___ Electrical Service Information Request form
___ Truss Engineering and layout from manufacturer
___ Heating/cooling load calculations and duct design
___ ComCheck or ASHREA 90.1 compliance information
___ Egress components with load calculations
___ ADA compliance with 2009 ANSI
___ Fire protection systems and/or fire resistive construction
___ Geotechnical report
___ Special inspector information
___ Construction valuation (bid may be submitted)

Process after submission for a Building Permit:

1. Complete submittals are reviewed on a first-come-first-serve basis
2. Plan review can take several weeks depending on the current demand

Requirements when picking up Building Permit:
Payment of impact fees and bonds by CASH or CHECK ONLY, made payable to Springville City. Other building permit fees can be paid with cash or check, or a debit or credit card, up to $3,000.

Please request inspections through the City Inspect portal.

Preconstruction meeting required for all multi-family and commercial projects prior to construction start.

The following codes are applicable after July 1, 2026:

2024 International Building Code
2024 International Plumbing Code
2024 International Mechanical Code
2024 International Energy Conservation Code
2024 International Fire Code
2009 A117.1 Accessibility Standards
2023 National Electrical Code