Commercial Shell 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.

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 the City Inspect portal, which includes:

___ Plat or site plan (approved through DRC)
___ Cover sheet showing design information (code analysis) showing allowable area, stories, identified occupancy groups proposed, proposed occupant loads, type of construction and fire resistive construction and accessibility requirements (endorsed by licensed design professional)
___ Engineering (if required) with endorsement and calculations
___ Structural Design/Architectural drawings with endorsements (shall include all wall types and materials proposed with shell building
___ Water meter and PI shown on site plan (cannot be located in driveway)
___ Electrical/Mechanical/Plumbing with appropriate endorsements for stubs and service level Equipment
___ Electrical Service Information Request form and primary power plan from site plan approval
___ Truss Engineering and layout from manufacturer or structural steel package
___ ComCheck or ASHREA 90.1 compliance information for energy envelope (includes windows, doors, walls, ceiling or roof and slab installations)
___ ADA compliance with 2009 ANSI for egress paths and entrance to shell building
___ 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.

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

Please request inspections through the City Inspect portal.

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