Tenant Improvement Checklist

Applicable codes are: 2024 I.B.C., I.M.C., I.P.C., I.F.C., I.E.C.C., and 2023 NEC

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

Permit applications will not be accepted as incomplete submissions.

Items to include when submitting for a tenant improvement permit:

_____ Completed and signed building permit application
_____ The plan check fee is due in full when the permit application is submitted. For the amount, contact the Building Department at 801.489.2704.

One COMPLETE set of electronic construction plans submitted in a PDF format, which includes:

___ Building plans drawn to scale (endorsed and signed by an architect and all other professional designers)
___ Code analysis sheet showing occupancy group, type of construction, occupant load and allowable area
___ Floor plan with dimensions, exits, occupancy types and use, A.D.A. provisions, equipment/shelving/counter locations, occupant load, restroom locations, and show adjacent business uses; wall section with stud size, height, spacing, insulation, fire separation requirements, gypsum board, and structural connections
___ Plumbing plan with plumbing schematic and type of material used
___ Mechanical plan with mechanical schematic, size of ducts, location of return air ducts and fire dampers, combustion air, HVAC units, and kitchen hoods
___ Electric plan with electrical locations, calculations, emergency/exit lighting, and panel schedules
___ The Energy Compliance Calculations (ComCheck or equivalent)
___ Any additional information, i.e., fire sprinkler plan; T-bar grid ceiling details, etc.

Process after submission for a Building Permit:

1. Plans are reviewed on a first-come, first-served basis for complete submittals
2. Plan review may take several weeks, depending on the current demand

Requirements when picking up the Building Permit:

1. 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.
2. Contractor information or an Owner/Builder Certificate must be signed.

Things to know after you get a Building Permit:

1. A building permit expires 180 Days (six months) after being issued, or from the date of the last inspection. If your permit expires, one-half of the original permit fee will be charged to renew the permit.
2. Inspections are required for footings (if needed), underground plumbing, four-way, insulation, drywall, T-grid, power, and final. One re-inspection is allowed for each required inspection and is included in the permit fees, after which any additional inspections require a $85 re-inspection fee.
3. The Fire Department may also require periodic inspections and approval at final.
4. Please request inspections through the City Inspect portal.
5. A minimum of 24-hour notice is required when scheduling or canceling inspections.
6. Changes from approved plans may require additional plan review fees and approval time.
7. Closed on all major holidays.