

ST. GEORGE COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Name of Applicant _____
Building Address _____
Phone _____

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the following items has been checked by you, sign the bottom of the form and have the permit specialist verify that all needed information is included. Submit this form with your applications, deposit 2 sets of plans and associated documents for Building Department review. Engineer or architect to sign and seal documents to comply with title 58-3A/58-22.

<http://www.dopl.utah.gov>

A soils investigation report shall be required for all plan submittals.

SITE PLANS (2 copies)

- _____ Setbacks
- _____ Parking including accessible stalls, access aisles, curb ramps, accessible route, door landings etc. (slopes for all items should be clearly indicated on plans)
- _____ Vertical signage @ accessible parking stalls.
- _____ Permanent exit discharge to public way

BUILDING PLANS (2 copies)

- _____ Utah State registered architect's and structural engineer's seal, signatures and dates required on at least the cover or title sheets.
- _____ Code analysis summary 2003 IBC
 - _____ Area of building
 - _____ Height and number of stories
 - _____ Type of construction
 - _____ Whether building is fire sprinklered (engineered sprinkler and alarm plans are required to be submitted to St. George Fire Department)
 - _____ Occupancy group
 - _____ Occupant load
- _____ Floor plans clearly indicating specific uses of all areas (1/8" scale or larger)
- _____ Location of fire barriers, fire walls fire partitions, smoke barriers.
- _____ Fire stop requirements, methods used to protect through penetrations and membrane penetrations
- _____ Elevations

- _____ Door and hardware schedules
- _____ Window schedule
- _____ Room finish schedule
- _____ Stair details for all interior and exterior stairs
- _____ Handrail and guardrail details
- _____ Wall sections completely labeled and detailed
- _____ Roofing and roof drainage plan

- _____ Structural drawings
 - _____ Footing and foundation plan
 - _____ Wall construction
 - _____ Floor framing plans
 - _____ Roof framing plans
 - _____ Details including how diaphragm connections transfer shears to vertical shear resisting elements
- _____ Disabled access provisions including details for ramps, areas of refuge, bathrooms, maneuvering clearances, landings, etc.

ELECTRICAL PLANS (2 copies)

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

MECHANICAL PLANS (2 copies)

- _____ Mechanical engineer's seal, signature and date for complex designs
- _____ Plumbing fixture locations
- _____ Mechanical plans including smoke and fire damper locations
- _____ Electrical panel schedules

STRUCTURAL CALCULATIONS (2 copies)

- _____ Engineer's seal, signature and date for complex designs
- _____ Correct design criteria
 - _____ 90 mph with exposure B or exposure C as defined by IBC Chapter 16.
 - _____ Seismic site class to be determined as per soils engineer (IBC Chapter 16)
 - _____ 21 psf ground snow load, (15 psf roof) or minimum specified by IBC Chapter 16
- _____ Soils report
- _____ Complete lateral analysis
- _____ List of required special inspections, if special inspection is required provide agency name and inspector list with certification numbers.

MATERIAL SPECIFICATIONS (2 copies)

- _____ Specifications

MATERIAL SAFETY DATA SHEETS (2 copies) IF REQUESTED

_____ “MSDS” for flammable and combustible liquids and/or hazardous materials including maximum amount to be on site.

BUILDING ENERGY ANALYSIS (2 copies)

_____ Energy analysis indicating compliance with 2000 International Energy Conservation code.

After final plan corrections and prior to the building permit being issued, a CD disk will be required to be submitted to the Building Department with two complete sets of plans. The CD to include all engineering calculations, architectural specifications, etc.

Note: Additional information may be required as the city proceeds with the plan review.

My signature below indicates I have carefully reviewed the submitted documents and verified that all of the items above have been included. I understand that failure to provide any needed information at this time will delay the processing of my permit.

Applicant's Signature

Date

Building Inspection Division

Date

CITY OF ST. GEORGE

COMMERCIAL PLAN SUBMITTAL ON CD

2000 IBC 106.1.1 Information on construction documents - electronic media documents are permitted to be submitted when approved by the building official.

The building department is in process of updating the permit tracking system. We recently purchased large amounts of electronic storage capacity for the purpose of creating a catalog and library of all commercial and residential plans. This library will include accurate drawings of structures and will provide zoning, police and fire with better information in planning for the future. Utilization of this new library, will enable the building department to access records more readily and accurately. It will reduce hours of redundant record keeping by hand

The new tracking system will increase accuracy and reduce redundancy. Permit requests/submissions, may, at some point in the future, be available vis-a-vis the Internet.

After final corrections to the plan have been made and prior to the issuance of the building permit, a CD containing a **complete set of plans and all supporting documentation** (i.e., engineering booklets, geotechnical reports, addendums, additional specs etc) is required along with two complete sets of plans to the building department. All engineering and/or architectural stamps must be signed and dated and must be viewable on the CD images. In the event that your architect cannot provide an electronic copy of the plans with a visible stamp, the building department will also accept a letter from the architect bearing his stamp, signature and date certifying that the electronic copy is an identical and complete set of the drawings/plans (and supporting documentation) to the sets that were provided to the building department.

The city of St George building department has standardized on the PDF file format for all electronic drawings/plans etc.

ENERGY CODE CERTIFICATION

PROJECT IDENTIFICATION

Project Name _____

Project Address _____ Application No. _____

Project Owner _____

PROJECT CERTIFICATIONS

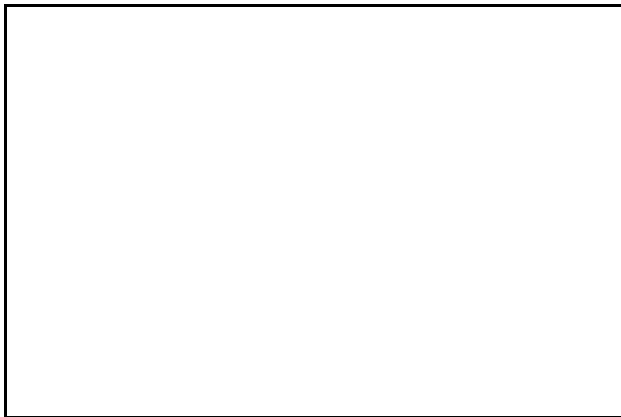
I, the undersigned registered engineer or architect, hereby certify that the information set form in this document and supporting energy calculations are accurate and complete. The project described herein complies with the minimum requirements of the Energy code for Commercial and High Rise Residential Buildings (ASHRAE 90.1 — 1989). The energy code requirements have been incorporated into the drawings submitted with the building permit application.

Name _____ Firm _____

Title _____ Address _____

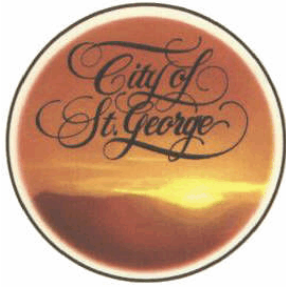
License Type _____ City: _____ State _____

Date _____ ZIP _____



SEAL

Signature



Special Inspection and Structural Observation Requirements

*Development Services
Building and Safety*

Building Permit Number _____

Structure/building know as _____

Inspection or testing services preformed by _____

Engineering project number _____

Before a permit can be issued a pre-construction meeting shall be required with St George City Building Department. Owner agrees to the following.

That the OWNER or OWNER’S AGENT is responsible for obtaining all testing and/or special inspection services from a quality assurance or testing agency approved by the BUILDING OFFICIAL. BUILDING OFFICIAL shall determine when special inspections or testing services are to commence and terminate based on the scope and progress of work.

That all work falling within the categories identified on the attached addendum shall be inspected or tested in accordance with the provisions of Chapter 17 of the 2003 International Building Code and that written results of those inspections or tests shall be provided to the BUILDING OFFICIAL with copies provided to the permit holder.

That the QUALITY ASSURANCE/TESTING AGENCY is appointed by the BUILDING OFFICIAL to carry out the necessary functions for Stop Orders in accordance with the provisions of Section 114 of the International Building Code, and the City of St George policies and procedures.

That testing services will not be performed by the City of St George.

ADDENDUM TO SPECIAL INSPECTION AGREEMENT

In addition to the inspections required by Chapter 17 of the 2003 International Building Code, a special inspector must be present during construction and the following types of work, and must verify approved size, location and connections of all structural members fabricated on or off site included in this work. Some inspections may be made on a periodic basis to satisfy the requirements of the continuous inspection at the City of St George discretion. Agency inspections or testing may only be conducted by a firm accepted by the City of St George.

THE FINAL QUALITY ASSURANCE REPORT SHALL BE SUBMITTED TO THE CITY OF ST GEORGE BUILDING SAFETY DIVISION. IT’S ACCEPTANCE MUST BE A MINIMUM OF SEVEN DAYS PRIOR TO REQUESTING A FINAL INSPECTION.

A FINAL INSPECTION REQUEST WILL NOT BE GRANTED UNTIL THE FINAL QUALITY ASSURANCE REPORT HAS BEEN ACCEPTED BY THE CITY OF ST GEORGE BUILDING SAFETY DIVISION. Special inspection reports become the property of the City of St George and shall not be removed from the job site.

A special inspection does not waive the requirement for an inspection by a City Building Inspector. Contractor is responsible for scheduling city inspections to be done after completion of special inspection prior to covering work.

The owner and/or Owner’s Agent is responsible for selecting the Approved Special Inspection Agency to be utilized, and will assume liability for immediately notifying such agency of the selection to obtain their services for special inspections of said project.

The structural engineer of record is to indicate the required special inspections for the structural systems below. Special inspections for spray applied fire proofing, EFIS and smoke control systems are to be indicated by the architect of record. Building inspection division will review.

The BUILDING OFFICIAL, in accordance with Chapter 17 of the 2003 International Building Code has identified a requirement for onsite special inspection and/or testing services for that work which falls within the categories specifically identified and listed below:

The areas marked below shall have special inspections	Design Professional Requiring Inspection
[] Inspection of Fabricators	
[] Steel Construction [] Materials [] Steel frame details [] Welding [] High-strength bolts	
[] Concrete Construction [] Reinforcing steel [] Bolts in concrete [] Conc Placement [] Shotcrete [] Prestressed [] Precast [] Sampling & Strength tests	
[] Masonry Construction [] Essential facility glass units & veneer — Level 1 [] Nonessential facility — Level 1 [] Essential facility — Level 2	
[] Wood Fabrication	
[] Soils [] Site preparation [] Fill Placement [] In-place density	

The areas marked below shall have special inspections	Design Professional Requiring Inspection
[] Pile Foundations	
[] Pier Foundations	
[] Wall panels & veneers	
[] Spray fire-resistant materials	
[] Exterior insulation & finish (EIFS)	
[] Special cases	
[] Smoke control	
[] Structural observation by engineer of record, Section 170	
[] Other (please specify) [] _____ [] _____ [] _____ [] _____ [] _____	

2005 NEC 230.95 pg 79 — Ground-fault protection of Equipment

(C) Shall be performance tested when first installed on site. A written record of this test shall be made and shall be available to the authority having jurisdiction.

This is for solidly grounded Wye electrical services of more than 150 volts to ground but not exceeding 600 volts phase-to-phase for each service disconnect rated 1,000 amps or more.

EMERGENCY SYSTEMS

2005 NEC 700.4 — Test and maintenance

(A) The authority having jurisdiction shall conduct or witness a test of the complete system upon installation.

ACKNOWLEDGMENTS

(Acknowledged by the signatures shown below)

I have read and agree to comply with the terms and conditions of this agreement:

Owner By _____
Date _____

Contractor By _____
Date _____

Project Engineer By _____
Date _____

Architect By _____
Date _____

Special Inspection & Testing Agency By _____
Date _____

IF APPLICABLE:

Electrical Engineer By _____
Date _____

NO permit until pre-construction meeting is complete
Effective 11/29/05

Pre-Construction Meeting
Prior to Issuing Building Permits

file revised 8/29/06

I. Introduction

- a. Chief Building Official
- b. Engineer of record or representative
- c. Plans Examiner
- d. Inspector

<u>Helpful Numbers</u>	
Inspections	986-4403
Help Line	674-4223
Fax	674-4275

II. Scheduling Inspections

- a. Inspections must be called in before 3:00 p.m. the day before you want to have the inspection. You may request a.m. or p.m. and the inspector will try to accommodate that request. As always, however, there is no guarantee that your inspection will occur at the requested a.m. or p.m. because the inspector's "route" changes daily (i.e., types of inspections and locations of inspections).
- b. Approved stamped plans must be on the job site for the inspector.

III. **REQUIRED INFORMATION AT PRE-CONSTRUCTION MEETING**

- a. Special inspections (these inspections are in addition to the inspections specified in Section 109) are required by the design professional
- b. Complete list of required special inspections, the inspections to be performed and a list of the individuals and firms retained to conduct such inspections
- c. Copy of inspector's certifications on file with building department (must be on company letterhead)
- d. **REQUIREMENTS for SPECIAL INSPECTORS** (if applicable)
 - i. Job site clip board (locations)
 - ii. Continuous reports approval prior to inspectors inspection request
 - iii. Inspection card left on clip board
 - iv. Report note plan page and schematic details
 - vi. Building department must receive all reports and a final letter certifying that all special inspections met all code requirements
 - vii. Special inspection reports become the property of the City of St George and shall not be removed from job site

IV. Site Cleanliness — None compliance WILL result in no inspection

- a. Port-a-potty
- b. Dumpster on site
- c. No blocking of City streets or walkways
- d. Site cleanliness – no dust

V. Fast Track Project Requirements

- a. Approved site plan and electronic drawings must coincide with work on site.

VI. Fire Sprinkler Requirements

**Subdivision and New Commercial Buildings
INSPECTION REQUESTS**

FINAL UTILITY INSPECTIONS All Subdivisions and New Commercial Buildings	<i>To schedule an inspection call Alice Miller: 986-4433</i>		
Requirements PRIOR to scheduling inspection:			
<ul style="list-style-type: none">➤ 7 Drawing of Records/As Builts➤ 1 Electronic Drawing of Record DWG, DWF format — (email to Lonnie.Bowler@sgcity.org or on CD)➤ 1 Final Grading Report			
The following departments MUST sign off on the FINAL UTILITY INSPECTION			
<table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">➤ Engineering<ul style="list-style-type: none">– Inspecting Engineer– City Project Engineer➤ Zoning/Parks</td><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">➤ Power (if applicable – not in DREA)➤ Waste Water➤ Water</td></tr></table>		<ul style="list-style-type: none">➤ Engineering<ul style="list-style-type: none">– Inspecting Engineer– City Project Engineer➤ Zoning/Parks	<ul style="list-style-type: none">➤ Power (if applicable – not in DREA)➤ Waste Water➤ Water
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FINAL SITE & SHELL INSPECTIONS Commercial Shell Only	<i>To schedule inspections call 986-4403</i>		
Requirements PRIOR to scheduling inspection:			
<ul style="list-style-type: none">➤ Final Utility Inspection <i>MUST</i> be complete <i>PRIOR</i> to Final Site and Shell Inspections			
The following departments MUST sign off on the Final Site and Shell Inspection			
<table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">➤ Engineering➤ Waste Water➤ Zoning/Parks</td><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">➤ Power (if applicable – not in DREA)➤ Water</td></tr></table>		<ul style="list-style-type: none">➤ Engineering➤ Waste Water➤ Zoning/Parks	<ul style="list-style-type: none">➤ Power (if applicable – not in DREA)➤ Water
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FINAL CONSTRUCTION inspections are REQUIRED from:			
<table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">➤ Building</td><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">➤ Fire</td></tr></table>		<ul style="list-style-type: none">➤ Building	<ul style="list-style-type: none">➤ Fire
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CERTIFICATE OF OCCUPANCY INSPECTIONS FOR TENANT IMPROVEMENTS on Commercial Shells	<i>To schedule inspections call 986-4403</i>		
Requirements PRIOR to scheduling inspection:			
<ul style="list-style-type: none">➤ Shell approval <i>MUST</i> be complete by all departments			
<i>Approval from the <u>County Health Department (673-3528)</u> is <i>REQUIRED</i> for (1) restaurants; (2) food preparation facilities; and (3) public/community pools</i>			
The following departments must sign off on the CERTIFICATE of OCCUPANCY INSPECTION – (for TENANT IMPROVEMENT only)			
<table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">➤ Building</td><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">➤ Fire</td></tr></table>		<ul style="list-style-type: none">➤ Building	<ul style="list-style-type: none">➤ Fire
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RETAINING WALLS	<i>To schedule inspections call 986-4403</i>
Approval from Engineering and Zoning. Soils documentation REQUIRED from GEOTECHNICAL ENGINEERS	