

# Steps to Obtaining a **Commercial Building Permit**

## **Process takes about four weeks**

1. **PLANNING COMMISSION APPROVAL**  
Commercial concepts requiring Planning Commission approvals **must** first go through the commercial concept process **before** being submitted for a building permit.  
(See Planning Department)
2. **HEALTH DEPARTMENT APPROVAL**  
Application for buildings with proposed uses that require Wasatch County Health Department approval **must** have the Health Department checklist signed off **before** submitting a building permit application.
3. **SUBMIT CHECKLIST, PLANS AND SUPPORT DOCUMENTS**
  - a. Plans must be drawn by a licensed design professional, designer or architect.
  - b. See attached checklist for complete submittal requirements. Incomplete submissions will be delayed until the required information is submitted.
4. **PLAN REVIEW PROCESS**
  - a. Submissions are reviewed on a first come first served basis, regardless of complexity.
  - b. Plans will be distributed to the Building, Planning, and Engineering Departments simultaneously for review.
  - c. A correction list will be created if any modifications of the plans are necessary to provide clear understandable plans. (Plan clarity is defined by the plans examiner)
  - d. You will be notified by phone that the plans have been checked and are either ready to be issued or are ready to be picked up for corrections.
  - e. Once plans are returned to the Building Department after the corrections are made they will be checked against the correction list.  
(One to two working days is required for this step.)
  - f. Corrected plans are stamped, prepared for permit and taken to the City Treasurer's Office. Applicant is notified by phone that their permit is ready.
5. **PLANS ARE NOW READY TO BE PAID FOR AND ISSUED A PERMIT NUMBER**  
Multiple checks may be needed to pay for the permit.  
All fees vary and are not determined until plan review is completed.

Check #1 – Heber City, fees are determined by the Building Dept. and City Engineer, paid in the City Treasurer's Office

\*Check #2 – Heber Valley Special Service District, fees are determined by City Engineer, paid in the City Treasurer's Office

\*Check #3 – Wasatch County, Fire and Garbage fee. Amount is determined by County Clerk, contact them for amount 435-654-3211. A receipt from Wasatch County showing payment is required before Heber City will release the permit.

\*Check #4 – Heber Light & Power Impact Fee. Amount is determined by Heber Light & Power, please contact them for amount 435-654-1581. A receipt from Heber Light & Power showing payment is required before Heber City will release the permit.

\*these fees may not apply to all permits, it is the contractors responsibility to contact each entity to determine which fees apply.

## DESIGN ELEMENT REQUIREMENTS

(Due to Ground Snow loads all buildings must be engineered)

Snow Load	*See spread sheet on page 3 for loads based on elevation
Wind Load	90(3 second gust)
Wind Exposure	C
Seismic Design Category	D*
Floor Load Dwelling	40 lbs/sqft
Frost Depth	36"
Soil Site Class	D***

\* All engineering documents must provide site specific Longitude and Latitude and the response acceleration values.

\*\* Snow loads are based on formula adopted by the State of Utah. See Spread sheet with values for elevations within Heber City limits.

\*\*\* Soil site class D will be assumed unless conditions appear to warrant a soils report for the site.

Engineering packets should show derived values of  $S_d$ s and  $S_{d1}$  for the building project.

The engineering needs to be clear, if the packet does not include drawings showing shear walls and beams, etc. then the text must be clear to determine which walls are which and requirements for each shear wall. Pages and pages of computer printout of ambiguous numbers will not meet this requirement.

Engineers wishing to employ perforated shear walls need to include details showing how the openings are to be strapped and nailed.

**Wasatch County (1608.1.2)**

Heber in shaded area.

$$P_g = (P_o^2 + S^2(A - A_o)^2)^{0.5}$$

Pf= minimum flat roof load

P<sub>o</sub>  
86

S  
63

A<sub>o</sub>  
5.0

Elevation

A

P<sub>g</sub>

Pf min.

5000	5.0	86.0	60.2	<b>60.2</b>
5100	5.1	86.2	60.4	<b>60.4</b>
5200	5.2	86.9	60.8	<b>60.8</b>
5300	5.3	88.1	61.6	<b>61.6</b>
5400	5.4	89.6	62.7	<b>62.7</b>
5500	5.5	91.6	64.1	<b>64.1</b>
5600	5.6	93.9	65.8	<b>65.8</b>
5700	5.7	96.6	67.7	<b>67.7</b>
5800	5.8	99.7	69.8	<b>69.8</b>
5900	5.9	103.0	72.1	<b>72.1</b>
6000	6.0	106.6	74.6	<b>74.6</b>
6100	6.1	110.4	77.3	<b>77.3</b>
6200	6.2	114.5	80.2	<b>80.2</b>
6300	6.3	118.8	83.1	<b>83.1</b>
6400	6.4	123.2	86.2	<b>86.2</b>
6500	6.5	127.8	89.4	<b>89.4</b>
6600	6.6	132.5	92.8	<b>92.8</b>
6700	6.7	137.4	96.1	<b>96.1</b>
6800	6.8	142.3	99.6	<b>99.6</b>
6900	6.9	147.4	103.2	<b>103.2</b>
7000	7.0	152.6	106.8	<b>106.8</b>
7100	7.1	157.8	110.5	<b>110.5</b>
7200	7.2	163.1	114.2	<b>114.2</b>
7300	7.3	168.5	117.9	<b>117.9</b>
7400	7.4	173.9	121.8	<b>121.8</b>
7500	7.5	179.4	125.6	<b>125.6</b>
7600	7.6	185.0	129.5	<b>129.5</b>
7700	7.7	190.6	133.4	<b>133.4</b>
7800	7.8	196.2	137.4	<b>137.4</b>
7900	7.9	201.9	141.4	<b>141.4</b>
8000	8.0	207.6	145.4	<b>145.4</b>
8100	8.1	213.4	149.4	<b>149.4</b>
8200	8.2	219.2	153.4	<b>153.4</b>
8300	8.3	225.0	157.5	<b>157.5</b>

**Same for : Summit County**