



HEBER CITY COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Rev. 12/2018

Electronic plan reviews

In order to expedite your plan review, please check your plans, support documents (such as engineering calculations or energy code analysis etc...) to be sure the information listed below has been included. When all has been verified, submit your application, plans and support documents as pdf files at heber.mycityinspector.com. This will alert the Building Department of your application for review. Engineers and Architects must seal, sign and date their work. Digital productions of these are accepted by the Building Department.

A soils report may be required for some areas of the City that have problem soils.

ONLINE APPLICATION

- Complete all portions of the application as directed by MyCityInspector. Note if there are documents requested that do not apply to your project still check the box in order to get the submit button to appear.

SITE PLANS

- All building setbacks
- Parking including accessible spaces, access aisles, curb ramps, accessible route, door landings etc. (slope for all items should be clearly indicated on plans.)
- Vertical signage at accessible parking spaces with details.

BUILDING PLANS

- Plans must have a code analysis summary to current code (2015 I codes 2017 NEC)
 - Building area (actual and code allowed)
 - Height and number of stories
 - Type of construction
 - Is the building fire sprinkled or not.
 - Occupancy group or groups
 - Occupant loads
 - Area increase calculations if needed
 - Special inspection list based on code requirements
- Fully dimensioned floor plans indicating specific uses of all spaces and areas.

- Location and identifiers for all Fire Partitions, Fire Barriers, Fire Walls, or Smoke Barriers.
- Fire stop requirements and proposed methods to be used.
- Building elevations
- Door and hardware schedules
- Window schedules
- Stair details for all interior and exterior stairs
- Handrail and guard details
- Wall sections completely labeled and detailed
- Roofing and roof drainage plans
- Structural drawings
 - Footing and foundation plans
 - Wall construction
 - Floor framing plans
 - Roof framing plans
 - Details including how diaphragm connections transfer shear loads
- Disabled access provisions including details for ramps, areas of refuge, restrooms, maneuvering clearances, landings, etc....

ELECTRICAL PLANS

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

MECHANICAL PLANS

- Mechanical engineers seal, signature, and date for complex designs
- Plumbing fixture locations and schedules
- Mechanical plans including smoke and fire damper locations

STRUCTURAL CALCULATIONS

- Engineer's seal, signature, and date for all designs
- Correct design criteria
 - Wind 115 mph with exposure C (exposure B with Building Official approval)
 - Seismic site class to be determined as per soils engineers report
 - Snow load based on site specific elevation and use of the Utah State formula for roof snow load calculation

Correct longitude and latitude for seismic response values

- Soils report If required by Building Official
- Complete lateral analysis
- List of required special inspections, if special inspection is required provide agency and inspector list with certification numbers

MATERIAL SPECIFICATIONS

- Provide specification sheets/books

BUILDING ENERGY ANALYSIS

- Energy analysis indicating compliance with the current adopted IECC

PLAN REVIEW PROCESS

- Plans are reviewed on a first come first served basis regardless of complexity.
- Review comments will be sent electronically and corrections will be received electronically. All communication and document transfer will be through MyCityInspector.
- The initial review can take about **3 weeks** to complete based on work load at the time of being submitted.

PAYMENTS

Multiple Checks will be needed to pay for the permit. Those Checks will be to the entities listed below.

Receipt #1 – Heber Light & Power, 35 South 100 West – This is for electrical impact fees, these fees vary depending on the service size. Please contact Heber Light & Power at 435-654-1581 for more information. Bring receipts to the building department.

Receipt # 2 – Wasatch County Solid Waste and Fire Protection Special Service Districts, 25 North Main Street, Clerk's Office. This is for fire and garbage impact fees, these fees may vary. Please contact Wasatch County Clerk's Office to confirm at: (435) 657-3190 Bring receipts to the building department.

Receipt # 3 – Heber City Corporation showing payment of building permit fees. Bring receipts to the building department.

Receipt #4 - Heber Valley Special Service District (HVSSD). This Check is paid in the Heber City Treasurer's Office. Bring receipts to the building department.

**** If any of the above fees do not apply to your project it is your obligation to provide documentation to the Building Department from the applicable entity in place of the receipt.****