



Millcreek
 3330 South 1300 East
 Millcreek, Utah 84106
 Phone: (801) 214-2700
millcreek.us

COMMERCIAL ALTERATION BUILDING PERMIT REQUIREMENTS

APPLICANT NAME:	DATE:
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PROPERTY ADDRESS:

GENERAL

- Remember, this is meant to be a helpful guide, not a comprehensive list.*
- Permit applications and inspection requests can be made online by visiting <https://millcreek.us/165/Building-Department>
- Please visit the Utah Department of Air Quality for more information about demolition requirements. <https://deq.utah.gov/air-quality/asbestos-renovation-or-demolition>
- Certain commercial uses require an approval from the Salt Lake County Health Department. Please visit their website for more information. <https://slco.org/health/permits/>
- If a project is over 3000 square feet, or when structural elements are being changed, a registered design professional shall prepare and stamp the plans.
- Dumpsters, restrooms, and material storage shall be kept on the property and off city streets, sidewalks and adjacent properties. Dumpsters can be stored on the street for a maximum of one week by obtaining a dumpster encroachment permit from the Public Works Department. Please visit <https://millcreek.us/174/Encroachment-Agreement>
- Locate valuable information using the millcreek.us "Map Gallery" at <https://maps-millcrk.hub.arcgis.com/>
- Is the property within FEMA Floodplain Zones A, AE, AO, or an Alluvial Fan? (click on Flood Plain layer within the Geological Features Map) Always identify floodplain on cover sheet of plans and reference source, elevations, and obtain any floodplain permits required. Please contact the Millcreek Flood Plain Manager for more information.
- Refer to <https://millcreek.us/165/Building-Department> for more information and documents. (i.e. Apply for a permit, request an inspection, adopted construction codes, forms and links, climate and geographic design, and FAQ's)

(CHECKMARK EACH BOX AND SUBMIT WITH APPLICATION)

Note sheet/page number in plans	SUBMITTAL	BUILDING DEPARTMENT	MILLCREEK	
	Yes	2015 International Residential Code (IRC) and MKZ 19.02.090 Building And Use Permits Required MKZ 19.02.090 Building And Use Permits Required	Revise	Accept
		CODE ANALYSIS. Note applicable building codes, Occupancy type, Construction type, Fire sprinkler and alarm requirements, Design occupant load, Restroom count, Floor area, Egress design, Note the compliance method used in the 2018 International Existing Building Code for remodeling existing buildings.		
		SCOPE OF WORK. An itemized list of work that is being proposed. Project description.		
		CONTRACTOR INFORMATION SHEET. Name and contact information of who is performing the work.		
		EXISTING FLOOR PLANS. Clear plans showing the current use and layout of the area. Label all features to be demolished, specifically any load bearing members.		
		PROPOSED FLOOR PLANS. Clear plans showing proposed area, Dimensions of each room and space, Use of each room and space, Egress plan, Window/Door locations with sizes, A statement indicating that actual construction will comply with applicable local ordinances and building codes. Accessibility details.		
		ENERGY CODE COMPLIANCE. Show R-values of slab, walls floors, and ceiling. Window U-factors.		

		STRUCTURAL PLANS. Footing, foundation, posts, and/or beam sizes and schedules, General notes and details.		
		STRUCTURAL CALCULATIONS. Show all applicable design loads and calculations.		
		MECHANICAL PLANS. Location of furnace, Location and size of supply/return ducts, Location of exhaust fans, Location of combustion air, Manual J/D/S.		
		ELECTRICAL PLANS. One line electrical diagram with the location of all lights, switches, outlets, Location of smoke and CO detectors, Note GFCI on required outlets, Location of meters and panels, electrical load calculations. Emergency lighting.		
		PLUMBING PLANS. Location of water heater, location of all plumbing fixtures, shut-off valves, location of all floor drains. Gas line diagram.		
Note sheet/page number in plans	Deferred	DEFERRED SUBMITTALS	MILLCREEK	
	Yes	Please Identify Any Documents That Will Be Deferred. These Documents Must Be Reviewed By The Millcreek Building Department Prior To Installation.	Revise	Accept
		MECHANICAL PLANS. Heat loss calculations, Equipment Sizing, Duct Sizing. Engineered mechanical plans. Manual J/D/S.		
		GAS LINE DIAGRAM. A complete drawing including pipe size, length, BTU's of each appliance on gas line and meter size. Include longest length and CFH.		
		COM-CHECK. Must be site specific. Envelope and lighting com-check.		
		TRUSS DESIGN AND CALCULATIONS. These drawings must be stamped by a design professional and approved by the engineer of record.		
		PLUMBING PLANS. Water line sizes and calculations, pipe insulation, Drainage fixture units and sewer design. Grease interceptor location and pipe sizes. Engineered design.		
		ELECTRICAL PLANS. Please show a complete electrical load calculation including service amperage requirements, One line diagram, Panel Schedules, Com-checks. Engineered design.		
		FIRE SPRINKLER AND ALARM PLANS. Fire sprinkler and alarm design. This must be submitted to Unified Fire Authority for approval before installation.		
		INSTALLATION MANUALS AND LISTINGS. ES Report, UL Listing, ETL Listing, Manufacturer Installation Instructions, Product Manual.		

Additional Comments:

