



**COMMERCIAL – TENANT IMPROVEMENT CHECK LIST**  
SUMMIT THE FOLLOWING ITEMS FOR A COMPLETE AND TIMELY PLAN REVIEW:

- 1. Building valuation dollar amount must be provided at this time.**
- 2. Get Approval letter from Jordan Basin Sewer District**

**3. Fill out application completely, date and sign. Be sure to include the following information:**

- A) Building address including suite number.
- B) Subdivision Name. (if applicable)
- C) Owner's Name (Owner of the Parcel, not the tenant)
- D) Tenant's Name.
- E) Type of business to be conducted.
- F) Engineer's and architect's names, addresses and phone numbers. (if applicable)
- G) General Contractor's name, address, license number & phone number.

**4. On the cover sheet show:**

- A) An index of pages on the plans.
- B) Site plan drawn to scale showing:
  - a. All existing and proposed buildings,
  - b. All existing and proposed hard surfaced areas, and
  - c. The distance to property lines from existing or proposed buildings and parking areas.
- C) A code analysis of the project.

**5. Provide PDF file of floor plans showing architectural, electrical, mechanical, plumbing and structural details, if any. Plans must be wet- stamped, signed and dated in a discernable color by a qualified design professional licensed in the state of Utah. Plans should include the following:**

- A) **Enlarged** restroom plans with dimensions.
- B) Details for restrooms to show that accessibility requirements are met.
- C) Details of all wall, floor and ceiling coverings and provide a door schedule.
- D) Label the use of all rooms on the plans.
- E) Details of any fire-resistant-rated walls and/or floor/ceiling or roof/ceiling assemblies in their entirety.
- F) Location of the space in relation to entire building and the extent of the space. (Cloud or highlight, if necessary).
- G) Applicable sections of a COM check.
- H) A demolition plan, if applicable.
- I) A complete exiting plan for the structure.
- J) Building code analysis