



PLAN SUBMISSION REQUIREMENTS COMMERCIAL

1. Pay \$500.00 deposit fee. This will be applied to the total permit amount.
2. Complete permit application form. Be sure to include:
 - a. Owner
 - b. Building address
 - c. All applicable contractor's information
 - d. All applicable architects and engineers information
3. Submit **PDF set** of complete site plans. Must show accessible parking with access aisles, signage location, and accessible routes from the public way to all buildings on the site with details of slopes and cross-slopes. Retaining walls, elevations, and drainage must also be shown on all site plans.
4. Provide **PDF set** of building plans: Architectural, Structural, Electrical, Mechanical and Plumbing. (Plans must be stamped, signed, and dated by a qualified design professional licensed in the State of Utah.)
5. On the cover sheet show:
 - a) Index of pages in the plans.
 - b) Complete code analysis of the structure in accordance with current building code.
6. Submit **PDF** of heat loss and duct sizing calculations signed and dated by the designer. Lengths of ducts, fittings, and duct material should be designated. These should correlate with the duct sizes shown on the mechanical plans.
7. Submit **PDF** of signed and dated COM-checks.
8. Submit **PDF** of the Geotechnical Report that has been stamped and signed by the engineer.
9. Additional information to be included on the plans:
 - a) Enlarged restroom plans with dimensions including details to show that accessibility requirements are met
 - b) Complete floor plans, door and window schedules, etc.
 - c) Any fire-resistance-rated walls and/or floor/ceiling assemblies in their entirety on the plans
 - d) Provide the name of the structural steel fabricator to be used, if applicable



THE CITY OF BLUFFDALE
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Bluffdale, Utah 84065
(801) 254-2200
Fax (901) 253-3270

January 21, 2025

Dear Permittee,

Utah Code 19-5-108.3 was recently adopted, effective Jan. 1st, 2025, which requires that “A *municipal system shall conduct an oversight inspection through an electronic site inspection.*” [19-5-108.3 (14)] The City of Bluffdale has previously been conducting oversight inspections in-person, as required by its MS4 permit. What this new law changes is that these City oversight inspections must be electronic.

What This Means For You

The new code defines an electronic site inspection as “*geo-located and time-stamped photos taken, evaluated, and submitted electronically by the applicant to the municipal system*” (emphasis added) [19-5-108.3 (1)(e)]. Thus, you, as the permittee, are now responsible to submit this information to the City for every BMP on the site, so that the City can “inspect” the site by reviewing the submitted photographs. If the information is not submitted at the required interval, or is found to be insufficient, the City will then conduct its inspection onsite.

The code further reads that “*A municipal system may conduct an on-site inspection if the municipal system has a documented reason for justifying an on-site oversight inspection.*” [19-5-108.3 (15)]

Given this provision, the following consent form attached to this letter provides an option for you as the permittee to opt-out of this electronic site inspection by providing documented justification for the municipal system (the City) to conduct on-site oversight inspections.

If you wish to have the City continue conducting its oversight inspections on-site (as it has previously) instead of submitting electronic information to the City as described above at the required inspection intervals, please fill out, sign, and return the attached form.

If you have any questions regarding this information, please contact our office at 801-849-9413 or 801-849-9427.

Electronic Oversight Inspections Waiver

As the listed operator of this permit, I request and authorize the City of Bluffdale to conduct its oversight SWPPP inspections for this permit on-site, in lieu of providing the required electronic information myself.

Permit #: UTR_____

SWPPP Operator Name:_____

SWPPP Operator Signature:_____

Date:_____