



G R E A T E R   S A L T   L A K E

# Municipal Services District

## Commercial New Construction Checklist

Please submit all documents listed below in PDF format for your application using appropriate filenames. Please refer to [Permit Submittal Requirements](#).

1. Application with the checklist completed. Please provide an explanation for items marked "N/A".
2. Plans- Please refer to [Plan Submittal Requirements](#) for directions on how plans must be submitted for review. Plans must include the following:
  - a. Architectural, Structural, Mechanical, Plumbing and Electrical Plans.
  - b. An Index listing all pages in the plans.
  - c. A site plan with a North indicator showing all structures on the property. Label property lines. Show dimensions from the structures to the property lines and dimensions between any structures on the property.
  - d. Code Analysis of the structure.
  - e. Plumbing fixture calculations based on the Occupant Load provided in the Code Analysis.
  - f. Identify all fire-resistance-rated assemblies and their required ratings on the plans.
  - g. Details and listings for fire-resistance-rated assemblies on the plans.
  - h. Firestopping details and listings for fire-resistance-rated assemblies on the plans.
  - i. Gas Line Diagram
  - j. One-line Diagram including arc-fault calculations, panel ratings, and grounding details.
3. Civil Plans-Plans must include grading and drainage plans, SWPPP details, Erosion Control details, and Utility locations with applicable details.
4. Geotechnical Report
5. HVAC Calculations that show compliance with the Energy Code envelope requirements
6. Energy Compliance Documents
  - a. COMchecks: envelope, lighting (interior and exterior), mechanical
  - b. Other approved methods of compliance permitted by the code.
  - c. Plans must reflect what is provided on the Energy Code compliance documents.
7. Structural Calculations
8. FCOZ requirements - If the structure is located in the Foothills and Canyons Overlay Zone, provide all documentation that was approved during the Land Use Application process showing the following:
  - a. Defensible space requirements
  - b. Exterior wall rating requirements
  - c. LOD requirements