

# MURRAY CITY COMMERCIAL TENANT IMPROVEMENT

Name of Applicant: \_\_\_\_\_ Application #: \_\_\_\_\_

Building Address: \_\_\_\_\_

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. **When each of the items have been checked by you, sign the bottom of the form and have the Building Department verify that all needed information is included.** Submit this form with your application, project completion deposit, and two sets of plans for review. Submit this form with your application, deposit, 2 sets of plans, and associated documents for Building Department review.

*NOTE: Application for building permits cannot be accepted for plan review until the submittal is complete.*

*The Building Department accepts all major credit cards, up to a maximum amount of \$4,500.*

**\* COMMUNITY DEVELOPMENT APPROVAL REQUIRED.**

\_\_\_\_\_ Approval signature from Planning and Zoning

**\* BUILDING PERMIT APPLICATION**

\_\_\_\_\_ Contractors name, phone number, address and contractors state license numbers for:

- \_\_\_\_\_ General Contractor
- \_\_\_\_\_ Electrical Contractor
- \_\_\_\_\_ Mechanical Contractor
- \_\_\_\_\_ Plumbing Contractor

- \_\_\_\_\_ Type of improvement / remodel
- \_\_\_\_\_ Estimate of project valuation
- \_\_\_\_\_ Signature of owner, contractor or authorized agent with date

**TENANT PLANS**

- \* \_\_\_\_\_ Plans @ Fashion Place require Landlord approval letter.
- \* \_\_\_\_\_ Clearly show the specific use of each area.
- \_\_\_\_\_ Indicate whether this is to be a new build out or remodel.
- \* \_\_\_\_\_ Spaces over 3,000 sq. ft. and medical facilities or restaurants require a Utah State registered architects stamp, signature and date.
- \* \_\_\_\_\_ Key plan or description indicating location in the main structure.
- \* \_\_\_\_\_ Floor plans drawn to scale (1/8" = 1' or larger) clearly indicating specific uses of all areas and general plan of entire space if this is part of a larger space.
- \* \_\_\_\_\_ Differentiation between new and existing construction, doors, windows, corridors, etc.

- \* \_\_\_\_\_ Full floor plan i.e., office building TI – showing where the tenants’ space is located and what the uses of other tenants, egress, restrooms, etc.
- \_\_\_\_\_ Clearly dimensioned rooms, corridors, aisles, etc.
- \_\_\_\_\_ Size, material, hardware, fire rating and swing of doors.
- \_\_\_\_\_ Window size, type and location with safety glazing indicated.
- \_\_\_\_\_ Room finishes with flame spread rating for wall coverings.
- \_\_\_\_\_ Ceiling details at perimeter to include seismic bracing detail for suspended ceilings.
- \_\_\_\_\_ Stair details to include handrail and guards.
- \_\_\_\_\_ Wall construction detailed to include wall heights, deflection tracks and bracing details for walls not attached to the deck above.

**\* ELECTRICAL PLANS**

- \_\_\_\_\_ Lighting plans
- \_\_\_\_\_ Fire alarms and smoke detectors as required
- \_\_\_\_\_ Exit signage and emergency lighting

**\* MECHANICAL PLANS**

- \_\_\_\_\_ Plumbing fixture locations
- \_\_\_\_\_ Exhaust fans
- \_\_\_\_\_ Location of fire and smoke dampers
- \_\_\_\_\_ Mechanical equipment schedules and efficiency ratings

**MATERIAL SPECIFICATIONS**

- \_\_\_\_\_ Specifications

My signature below indicates I have carefully reviewed the submitted plans and verified that all of the items above have been included. I understand that failure to provide any needed information at the time will delay the processing of my permit.

\_\_\_\_\_ Date \_\_\_\_\_  
\* Applicants Signature

\_\_\_\_\_ Date \_\_\_\_\_  
\* Building Inspection Division