



## “2019-2020” BUILDING PERMIT SUBMITTAL CHECKLIST “Temporary Tent” Projects

Permit No.: \_\_\_\_\_ (for use by City Staff)

This submittal checklist is required to be completed by the applicant prior to submittal with all applicable sheets identified in columns provided and will be used to ensure that all items and sufficient detail is included before accepted for review.  
**APPLICANT SIGNATURE REQUIRED ON PAGE “2 “OF “2” OF THIS DOCUMENT**

### DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS:

PDF Submittals must be complete with all required documents and clearly labeled on a Single Flash Drive, CD, or emailed in a single email to

[PlanSubmittal@CityofSLT.US](mailto:PlanSubmittal@CityofSLT.US)

Dropbox and/or Google Drive links are encouraged if emailing as file sizes are so large.  
 Incomplete submittals will be rejected and sent back.

**All Plan Reviews, both initial submittals and re-submittals require – A Complete PDF Submittal containing the following:**

- **PDF #1 - All City Applications & Checklists on One (1) single PDF.**
  - File to be Named: Address\_Permit#\_PC#\_CityApplications
- **PDF #2 - All plan sheets combined and in order on One (1) single PDF**
  - File to be Named: Address\_Permit#\_PC#\_Plans
- **PDF #3 - Supporting Documents on One (1) single PDF with cover page.**
  - File to be Named: Address\_Permit#\_PC#\_SupDocs

If Permit # is unknown upon first submittal please indicate TBD in place of Permit #  
 PC# Refers to Plan Check # Starting with PC1

## PDF Submittal Requirements Checklist

	Applicant Use:			Staff Use Only:	
	Included	N/A		Included	Missing
<b>PDF # 1 - Applications</b>	<input type="checkbox"/>	<input type="checkbox"/>	Permit Worksheet	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Permit/Plan Review Application	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Property Owner Authorization	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card Authorization Form	<input type="checkbox"/>	<input type="checkbox"/>
<b>PDF # 2 - Plans</b>	<input type="checkbox"/>	<input type="checkbox"/>	All Plans Combined in order per plan index on cover sheet	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Planning Stamps approval	<input type="checkbox"/>	<input type="checkbox"/>
<b>PDF #3 Supporting Documents</b>	<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet for Supporting Documents	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Structural/Engineering Calculations	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Plans stamped by design Professional	<input type="checkbox"/>	<input type="checkbox"/>

## Plan Sheet Numbers Checklist to be completed by applicant

Plan sets shall consist of:	Sheet #
<b>General Information Pages</b>	
Plot/Site Plan	
Architectural Plans including: Floor plan, etc.	
Structural Plans including: Foundation plan, framing plan with section drawings, floor framing plan, shear wall plan with schedules, roof framing plan, suspended ceiling framing, section drawings and all structural details as appropriate.	
Structural calculations: Structural details minimum of two sets of calculations stamped and wet signed by the design professional	
Exit Analysis: Seating and exiting layout for assembly occupancies	

## SPECIFIC PLAN SHEET INFORMATION

<b>1.</b>	<b>GENERAL INFORMATION: (cover sheet)</b>	Sheet #
	Project name & address, as well as project owner's name, address and phone number	
	Zoning with Planning Project Conditions (if applicable)	
	Name, title, address, phone number of design professional	
	Current applicable codes	
	Assessor Parcel Number (APN)	
	Occupant load and exiting requirements (with calculations)	
	Gross square footage for each separate tent	
	Total square footage of Tent	
	Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area within a one-quarter mile radius of the site and North arrow	
	Stamp & wet signature of design professional (all sheets)	
<b>2.</b>	<b>Plot/Site Plan</b>	Sheet #
	Lot dimension showing whole parcel and property lines	
	Building footprint-providing dimensions to property lines	
	Identify location within building footprint where work is being done	
	Parking layout showing: <ul style="list-style-type: none"> <li>• All parking spaces</li> </ul>	
	Identify building orientation and North arrow	
	Show location of: <ul style="list-style-type: none"> <li>• 2A:10-B:C Fire Extinguisher 1 for every 1000 sqft</li> <li>• Sewer lines</li> <li>• Generator on site</li> <li>• Heating</li> <li>• Exit Illumination Provided</li> <li>• Access roadways with driveway/egress location</li> <li>• Exit Sign Provided</li> <li>• Anchorage Details provide</li> </ul>	
<b>Design requirements shall apply as follows:</b>		
	<ul style="list-style-type: none"> <li>• The Basic Wind Speed is 110 mph, 3 second gust, Exposure B (within 300 feet of the Lake Shore = Exposure C)</li> <li>• Seismic Site Design Category D</li> <li>• Climate Zone 16</li> <li>• Ground Snow Load 150 lbs</li> </ul>	

<b>Tent Information</b>						
<i>Please answer the following information for review of application and site plan</i>						
<b>Tent</b>	<b>Square Feet</b>	<b>Estimated Occupant Load</b>	<b>Anchorage Type</b>	<b>Number of Side Walls</b>	<b>MIN Number of Exits</b>	<b>Tables / Chairs / NONE / Catering / Cooking</b>
#1						
#2						
#3						
#4						

I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

**Applicant (Applicant Representative) Name Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_