



## COMMERCIAL PLAN REVIEW TENANT FINISH CHECKLIST

Below is a list of information that is required to be submitted with your building plans in order for City staff to process the request. If any of the required information is not submitted, the plans will be considered incomplete and will not be accepted.

**Fees:** Fees are based upon the valuation of the building. Other fees will be assessed before the permit can be issued. **The Plan Review Fee must be paid at the time of submittal.**

Please apply for the application and provide the following in an electronic PDF format on online at [provo.org/portal](http://provo.org/portal):

- Building Plans: separated into folders labeled Architectural, Civil, Electrical, Mechanical, and Plumbing
- Property tax I.D. number
- Indicate shell construction vs. tenant finish
- Code analysis table including:  
applicable codes, occupancy, exiting, construction type, floor area, occupant load, fire sprinklers, and alarm requirements
- Floor plan: include the use of each floor/area
- Electrical: panel locations, lights, switching, outlets, emergency lighting, exit signs
- Mechanical: location, type, size of units, and ducting
- ASHRAE/COMcheck
- Plumbing: pipe size and material, water heater, gas, schematic and load calcs
- ADA requirements shown, with all dimensions
- Wall sections for each type of wall
- Structural design parameters and calculations - all pages must be consecutively numbered
- Ceiling details
- Fire rated assemblies: listing and construction details
- Stair section and stair detail
- Each sheet is to be stamped by a Utah licensed architect for projects greater than 3,000 square feet
- Provo City does not accept design build electrical, mechanical and plumbing plans
- Fire sprinkler plans must be approved by the Fire Marshal prior to construction

If the applicant wishes to contact representatives of Building Inspection, the following staff members will assist where possible.

Staff Member	Title	Telephone	Fax	Email
James Anderson	Plans Examiner	801 852 6411	801 852 7411	<a href="mailto:janderson@provo.org">janderson@provo.org</a>
Hana Mauga	Building Inspector	801 852 6452	801 852 6417	<a href="mailto:hmauga@provo.org">hmauga@provo.org</a>
Doug Fallon	Chief Building Official	801 852 6454	801 852 7411	<a href="mailto:dfallon@provo.org">dfallon@provo.org</a>