

**Digital Commercial Remodel Building Permit Application**  
(includes Apartment Buildings)



Ogden City Development Services  
2549 Washington Blvd. Suite 240  
Ogden, UT 84401

**\$70.50 Deposit due upon submittal**

**Project Value:** check one:  contract value  estimate

**Project address:**

**Applicant's name:**

**Applicant's Address:**

Phone: Cell Phone: FAX:

E-mail:

**Property Owner's Name:**

**Owner's Address:**

Phone: Cell Phone: FAX:

**NOTE\*\*** *Project manager* ↓ is the person to whom all plan review comments will be sent. This person also needs to respond to all comments.

**Project Manager's Name:**

E-mail:

Phone: Cell Phone: FAX:

**Engineer:**

E-mail:

Phone: Cell Phone: FAX:

**Architect:**

E-mail: Phone:

**General Contractor:**

City: Utah State Lic.#:

**Mechanical Contractor:**

City: Utah State Lic.#:

**Electrical Contractor:**

City: Utah State Lic.#:

**Plumbing Contractor:**

City: Utah State Lic.#:

\_\_\_\_\_  
Applicant's signature date

\_\_\_\_\_  
Plans accepted by date

# Digital Commercial Building Remodel Permit Application Checklist

## Digital Submittal Requirements:

- All digital documents must be submitted at our Customer Service Counter on a **memory stick** or **DVD** in PDF format.
- **\*\*Important\*\*** Submit a **maximum of 5 PDF** files as follows:
  - Complete Floor Plan set (one PDF) with Mechanical, Electrical and Plumbing shown
  - Structural Calculations (one PDF)
  - Project specifications/manual (one PDF)
  - Energy compliance documents (one PDF)
  - Miscellaneous documents (that do not fit into one of the categories above, one PDF)
- **Do not submit plans with each page a separate PDF.** They will be rejected.
- Remove all viewports from the plans.
- Drawings must be sealed, signed and dated by a Utah-licensed design professional. **Digital stamps and signatures are acceptable.**
- **Partial submittals will not be accepted for review.**
- **A deposit of \$70.50 is due at time of submission.** This deposit will be deducted from the final permit price.
- **An impact fee statement from Central Weber Sewer District is required before permits can be issued.** They can be reached at (801) 731-3011. This form can be submitted at any time before permitting.

**Hard Copy Plans** will be required once the digital review is complete and all corrections are approved. **We will notify you when we are ready for these.**

## **Approvals required before submission:**

- If your project is in an historic building: **LANDMARKS approval is required.** Call Planning Dept. (801) 629-8930
- BDO COMPLEX**—(Business Depot Ogden) **Plans must be approved by the LRA.** They can be reached at (801) 399-9885. This approval can either be marked on the front page of the plans, or submitted as a separate letter or e-mail.
- OGDEN AIRPORT**– **Must have Airport Manager approval.** (801) 629-8251

## **PLEASE INITIAL BELOW.....**

\_\_\_\_\_ Applicant agrees to pay for all plan review charges incurred, whether or not a building permit is issued.