



Commercial New Building Permit Application

Note: Please use this application for any new commercial building, including multi-family residential buildings with more than 4 units

Ogden City Development Services
2549 Washington Blvd. Suite 240
Ogden, Utah 84401
(801) 629-8985

Please print legibly and complete all areas:

Project Value:		check one: <input type="checkbox"/> contract value		<input type="checkbox"/> estimate
Project address:				
Applicant's name:				
Applicant's Address:				
Phone:	Cell Phone:	FAX:		
E-mail:				
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	

Commercial New Building Permit Application Checklist

All of the following documents must be included for submittal to be accepted:

- 3 Site Plans** of the property you're working on. Must include lot lines and dimensions. Show all permanent structures on the property (ie: garages, concrete slabs, sheds, etc) **Show drainage and grading, sewer & water tie-ins, topographical elevations & contours.** *Ask for a handout from the counter staff if you need help with this.*
- 3 Sets of construction drawings** with every page stamped, dated and signed by architect or engineer. These stamps may be electronic or photocopied.
- 3 Sets of Structural Calculations** stamped, dated and signed by architect or engineer.
- 3 Sets Geotechnical Investigation or Soils Report,** *stamped, dated and signed*
- 2 Sets of project manuals or specifications** for the project (if applicable) stamped, dated and signed
- 3 sets of complete Floor Plans** of each floor.
- 3 sets of Footing & Foundation plans and details,** stamped, dated and signed
- 3 sets of Elevation drawings** (front, rear, sides) showing final grade.
- 3 Sets electrical, mechanical & plumbing plans** stamped, dated and signed
- 3 sets of framing details** stamped, dated and signed
- 3 Sets wall section detail** of each wall type (ie: bearing walls, firewalls, interior walls) stamped, dated and signed
- 2 Sets of Storm Water Pollution Prevention Plans (SWPPP)** **The following items are ONLY REQUIRED if you have NOT submitted a site plan review package to our Planning Dept.:** in accordance with both State and Ogden City requirements, complete both the Notice of Intent (**N O I**) and the **SWPPP Template** at www.waterquality.utah.gov/UPDES/stormwatercon.htm. **Bring copies of both** to submit with SWPPP plans, above.
- Historical structures** require approval from Landmarks Committee.
- For pre-fabricated steel buildings:** 2 stamped, dated and signed sets of erection plans marked **"for construction,"** and one copy of Building Manufacturer's AISC or ICC-IAS approved-fabricator certification.
- An impact fee estimate from the Central Weber Sewer District.** They can be reached at (801) 731-3011. Estimate can be faxed to us at (801) 629-8901. **Required on all submittals—No Permits can be issued without this!**
- If the project is in the BDO** (Business Depot Ogden), applicant must provide an LRA approval stamp on plans or a letter from the Boyer Company stating project's approval. Contact them @ 801-399-9885
- If the project is at the Ogden Airport,** applicant must provide an Airport approval stamp on plans or a letter from the Airport stating project's approval. Contact them @ 801-629-8251
- 3 sets of COMcheck** current version 3.7.1 available here: www.energycodes.gov

IMPORTANT Food service businesses must submit plans to Weber County Health Department for review. They are located at 477 23rd Street, phone: (801) 399-7160

PLAN REVIEW DEPOSITS: \$141 for Commercial projects. This amount will be deducted from the permit price when issued. Deposit due at submittal.

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

_____ Applicant initial here

For Office use only



Census		Zone	
Traffic		Planning Community	

