

Digital Commercial New Building Permit Application
(includes New Apartment Buildings)



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

\$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 New Building 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 **6 PDF** files as follows:
 - Complete Plan set (one PDF)
 - Structural Calculations (one PDF)
 - Geotechnical soils report (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 the 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.