

## COMMERCIAL BUILDING PERMITS INFORMATION GUIDE

### INFORMATION GUIDE FOR COMMERCIAL BUILDING PERMITS

#### What should be included on a Site Plan?

- A complete, scaled site plan should include lot dimensions, distances to property lines and any accessory buildings. Construction trash containers must also be depicted on plans.
- Date, North Arrow
- Required front, side and rear setbacks: “the distance between a building and the closest of the following: (1) property line; (2) platted street rights-of-way, or (3) curb or edge of street.”
- All overhanging eaves.
- Roof forms (ridges and valleys) must be included on the site plan to aid in determining building height.
- Natural Grade contour lines clearly marked with elevations at two-foot intervals must be provided. Contour lines must be shown through the building plan. Lots with hillsides or slopes must show contour lines to determine buildable limits and compliance with Sensitive Area Overlay Zone restrictions. Applicants must demonstrate that a licensed surveyor in the state of Utah certifies all topographical information.
- Legal description of property (from tax notice or deed).
- Elevations of top back of curb and garage floor slabs, as well as on the entire site. Proper drainage away from structure and adjacent property must be shown.
- Platted Limits of Disturbance must be legibly marked and must match those on the plat.
- The City landscape architect must approve changes or alterations. The Limits of Disturbance must include driveway crossings, utility crossings, and enough areas to do construction work.
- Location of all existing and proposed improvements (i.e., building, fencing, hard surfacing, landscaping).
- Location and size of sewer and water line as approved by the appropriate water or sewer district.
- All decks, bay windows, fireplaces and floor cantilevers on plot plan as they are included and part of required setbacks.
- Motor vehicle access, parking, circulation patterns, curb cuts and intersections on site and within 150 feet.
- Sign location and dimensions, if any are proposed. (Please see Sign Ordinance, Municipal Code Title 12 – separate permit required.)
- All proposed right-of-way on or adjacent to property (dedication and improvement of streets to comply with City streets ordinance).
- Exterior lighting and walkways (lighting to comply with City Lighting Ordinance – Municipal Code, LMC Title 15, Chapter 15-5-5(l)).
- Development phasing and associated schedule.
- All existing and proposed easements on and adjacent to property.

- UDOT approval (where applicable).
- Table showing land use allocation of site (% of buildings + % of landscaping + % of parking)
- Fences, existing and proposed (type and height) (6 foot concrete or masonry wall required adjacent to residential zone).

### **How is square footage calculated and are there exceptions?**

- The square footage of each floor must be indicated. Square footage is equal to the entire floor area of the building as measured from the outside of exterior walls. All floor area must be counted in the floor area calculation, including mechanical and utility space and stairs on each level. The following is the definition of floor area from Title 15 LMC, Chapter 15 Definitions 15-15-1.91 Floor Area: *The area of a building, including all enclosed areas for human occupation. Unenclosed porches, balconies, patios and decks, vent shafts and courts are not calculated in gross floor area. Garages, up to a maximum area of 600 square feet, are not considered floor area. Basement areas below final grade are not considered floor area.*
- The floor area is the total square footage using all exterior walls. Interior walls cannot be deducted from the square footage. The following may be excepted from the floor area calculations (for allowed area only, not deducted for fees or building code regulations).
  - Crawl spaces or attic with substandard ceilings.
  - Basement areas below final grade.

### **What should be included on the Architectural Plan and Elevations?**

- Exterior elevations of building, showing building materials.
- Floor elevations relative to contours. If floor elevations are not relative to contours, then plans must include a datum.

- All exterior materials, including siding and roof materials. No more than three materials are acceptable for exterior siding.

### **Other Plan Requirements**

- Complete floor framing and roof framing plans, including joist and rafter directions, spacing and construction details and roofing materials.
- A typical wall section showing wall, roof, footing, foundation and reinforcement.
- Structural calculations for snow loads, imbalanced snow loads and seismic calculations. Seismic calculations need to include 40% of snow loads. No load duration increase is allowed in these calculations.
- Energy analysis.
- Show any loads or structural implications from existing home or structures adjacent to additions or remodeling that will affect in any way the design or construction of such addition.
- Provide a list, or show on plans, all materials to be used in the construction of project.
- Provide door and window schedule. (Show type, size and openable area.)
- Show rise and run of all stairs, handrail sizes and terminations.
- Show all beam, girder and exterior wall header sizes.
- Electrical plans

Complete blueprints (2 copies) to include (but not limited to):

- Soils report (only if necessary per structural calculations or site conditions require it.)
- Structural calculations stamped by Structural Engineer licensed with the State of Utah.
- Complete structural and architectural drawings stamped by architect or engineer licensed by the State of Utah.\*
- Electrical plan with feeder diagram, load calculations, panel schedule, and service/panel locations.
- Plumbing plan with fixture schedule and one-line diagram for SWV system with

vents, cleanouts, pipe sizing, and specs and water pipe sizing calculations.

- Mechanical plan with heat loss calcs, unit schedule, placement, anchorage, access, and ductwork layout and makeup or mechanical ventilation calculations.
- Specifications (as needed).
- General and all subcontractors must be licensed with the State of Utah and Park City.
- Business License.

*\*required by the State of Utah*

### **ARCHITECTURAL PLAN/ELEVATIONS**

- Architectural elevations of building, showing building materials.
- Floor plans of structure.
- Floor elevations must be included. If floor elevations are not relative to contours, then plans must include a datum.
- Use of rooms.

### **How is height measured?**

In Park City, the height of a building is measured from any or all points on a structure to the natural grade (grade prior to any construction) below that point. Height limits vary by zone, but the method for measuring height is consistent Citywide.

When determining a building's height, staff calculates the elevation of the highest ridges and peaks, including eaves. These points are then located on the site plan and, the elevation of natural grade below the point is subtracted from the elevation of the point on the ridge thus indicating the height above natural grade.

Disclaimer: This guide is intended to provide general information. Codes are subject to change at any time and up-to-date versions of applicable codes and documents are available at the Building and Planning Divisions.