

Commercial Checklists

New Commercial

- Copy of current ownership plat from Davis County for said lot (for ownership verification)
- 2 site plans – must show lot lines and dimensions, drainage & grading. EXACT sewer & water tie-ins (from line to dwelling) approximate placement, topographical elevations & contours)
- 2 complete sets of construction drawings & engineering packets with structural calculations – MINIMUM 1 original “WET” stamped set & 1 electronic set required. Included in the set:
 - Floor plans of each floor & electrical diagrams.
 - Footing & foundation plans a MINIMUM 1 original “WET” stamped set required &/or letter of authorization from engineer.
 - Front, rear & side elevations with final grade.
 - Each different wall type (e.g., bearing walls, shear walls, fire walls {listing information} exterior/interior walls, etc. include footing & foundation where appropriate)
 - Framing details (e.g., roofs, floors, stairs, ramps, guardrails, etc.)
 - Showing compliance with Currently Adopted IECC (available at www.energycodes.gov)

Commercial Remodel/Tenant Improvement

- MINIMUM 1 set original “WET” stamped plans required by a Utah licensed architect and/or engineer and 1 electronic set required.
 - Electrical, mechanical, and plumbing
 - Wall section of each new wall type (e.g., interior walls, fire walls, etc.)
 - 2 sets of framing details if applicable
- 2 sets of wall details (if adding or removing walls)
- For additions: Currently Adopted IBC & IECC prescriptive requirements need to be shown on the plans.

Continued Below...

Excavation

- Complete the application for an excavation permit
- Include state license number
- Pay fee for the permit – plus inspection fee \$47 (minimum)
 - Lateral cut (roads older than 1 year) \$60 per lane cut
 - Lateral cut (roads newer than 1 year) \$120 per lane cut
 - Longitudinal cut (roads older than 1 year) \$120 first 660 linear feet, \$240 each add'l 660 linear feet
 - Longitudinal cut (roads newer than 1 year) \$240 first 660 linear feet, \$240 each add'l 660 linear feet
- Surety bond or cash bond in the amount of \$1,000 per excavation
- Attach a map, plat or sketch showing the location of the excavation and its length and width
- Notify Police Department and North Davis Fire District in writing if the excavation will require closure of any street and any detour.
- The person applying for an excavation permit furnishes to the City a certificate of insurance with a company authorized to issue insurance by the State, evidencing that such applicant has a comprehensive general liability and property damage policy that includes contractual liability coverage with minimum limits of five hundred thousand dollars (\$500,000.00) for injuries, including accidental death to any one person; in an amount not less than one million dollars (\$1,000,000.00) on account of injuries sustained in an amount not less than five hundred thousand dollars (\$500,000.00) for each accident. Said insurance policies shall include the following provisions: (Ord. 84-01, 2-14-1984; amd. 2000 Code)
 1. To indemnify, save harmless and defend the City and its officers and employees against any claim or loss, damage or expense sustained on account of damages to persons or property occurring by reason of an excavation made by the permittee, his subcontractor or agent, whether or not the excavation has been filled or resurfaced and whether or not the surface has been opened to public travel.
 2. To indemnify, save harmless and defend the City From any and all liability for the City's own negligence occurring by reason of said opening or excavation.
 3. To indemnify, hold harmless and defend the City and its officers and employees against any claim or loss, damage or expense sustained on account of damages occurring by reason of failure to maintain proper barricades in accordance with the MUTCD and/or lights as required from the time of the opening of the excavation until the excavation is surfaced and opened for travel.
 4. Naming the City as an additional insured and providing that thirty (30) days' notice shall be given to the City prior to termination of said policy, for any reason. Prior to cancellation of insurance, the permittee shall forthwith close the excavation and complete all work site restoration work.
 5. A franchised utility, holder of a blanket easement from the City or property owner performing a small excavation adjacent to his/her residence may be relieved of the obligation of submitting certificates of insurance if such person or company shall submit satisfactory evidence in advance that it is insured or has adequate assets and provisions

for self-insurance. Public utilities may submit annually evidence of insurance coverage in lieu of individual submissions for each permit. (Ord. 84-01, 2-14-1984)

NOTE: All signing shall be in accordance with the "Manual on Uniform Traffic Control Device (MUTCD)." On the reverse side of this form or on attached sheet furnish a map, plat, or sketch showing the location of the excavation and its length and width.

Applicant is required to consult companies operating in this area before making any excavation. In granting a permit, Clearfield City makes no representation as to the location of utility facilities in the excavation area, or the effect of the permitted excavation on said utilities. In consideration for the granting of an excavation permit by Clearfield City, the above-named applicant hereby promises to:

- 1) Perform the excavation applied for in a workmanlike manner and in conformity with the Ordinances of Clearfield City.
- 2) To save Clearfield City, its officers, employees, or agent's harmless from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of any work performed under a permit issued pursuant to this application.
- 3) Notify the Police and Fire Departments before excavating in letter form.
- 4) All street surfacing, curbs, gutters, sidewalks, driveways, or other hard surfaces which have been removed shall be restored in kind by the excavator within 72 hours from the date of commencement of the excavation, except when permanent paving materials are not available.
- 5) All cuts made in the asphalt shall be saw cut. Surface shall be restored within 72 hours after backfilling is complete.
- 6) All signing and flagging shall be according to standard set by UDOT.
- 7) Import back fill if required.

Continued below...

Demolition

- Asbestos Clearance from the State of Utah Division of Air Quality (801) 536-4000
- Clearfield City water meter removed (801) 525-2730 and sewer and water lines are to be capped (will be verified during demolition inspection)

Permits are only issued to parties that meet the following qualifications:

- A Utah State Licensed **Demolition and Wrecking Contractor** (License S460)
- A Utah State Licensed **General Contractor** (License B100 or R100)
- A Utah State Licensed **Engineering Contractor** (License E100)
- A **homeowner, acting as a general contractor**, IF he or she has occupied the home as his/her primary residence. The permit can be issued to the owner if he/she is planning to rebuild a new primary residence on the property. In this case, construction plans for the new dwelling must be submitted at the same time the demolition permit is obtained. (**Please note:** if there are no plans to rebuild the dwelling, a State Licensed Contractor is required to obtain the demolition permit.)

Civil Improvement

- 2 sets of Utah licensed architect and/or engineered plans MINIMUM 1 set original "WET" stamped plans required and 1 electronic set.
- 2 sets of structural calculations for the project MINIMUM 1 set original "WET" stamped plans required and 1 electronic set.
- 2 sets Geotechnical Investigation or Soils Report MUST BE SUBMITTED AT TIME OF BUILDING PERMIT APPLICATION (NO EXCEPTIONS).
- 2 sets project manual or specifications for the project MINIMUM 1 set original "WET" stamped required and 1 electronic set.
- 2 sets of the following
 - Site Plans
 - Grading & Drainage Plan or grading & drainage information on the site plan
 - Footing & foundation plans & details
 - Complete floor plans for each floor level
 - Front, rear & side elevation view with final grade
 - Electrical, mechanical & plumbing plans – stamped, signed & dated by design engineer/architect
 - Wall section detail of each different wall type (e.g., bearing walls, firewalls, interior walls)
 - Complete framing plans & details (e.g., roof, floors, stairs, ramps, guardrails...)
- **CONSTRUCTION MINIMUM 1 SET ORIGINAL "WET" STAMPED REQUIRED and 1 copy of Building Manufactures A.I.S.C. approved fabricator certification.**
- A sanitary sewer impact fee figure from the North Davis Sewer Improvement District must be submitted to this office.
- 2 sets of plans for fire sprinkler & fire alarm systems ONLY, are required for review and approval by the North Davis Fire District.
- Plans must be submitted to the Davis County Health Department for all food serving businesses.