



5400 West Civic Center Drive - Suite 1  
Highland, UT 84003  
Phone 772-4516 Fax 756-6903  
Community Development Department

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## Commercial Building Permit Checklist

### All plans shall include the following:

- Fill out online application [https://highland.mycityinspector.com/register?registration\\_id=159b9391628a1f](https://highland.mycityinspector.com/register?registration_id=159b9391628a1f)
- Architectural review committee approval signature/ architectural committee release form.
- One (1) complete set of working drawings.
- Electrical & Mechanical Engineering.
- Two scaled site/plot plan on 8.5"x11" paper.
- Any easements on the lot including the Public Utilities Easement (10').
- The grade of the building signed stamp with provided information on plans.
- Accurate setbacks on each side of the building from the nearest property line to the closest point of the structure.
- Elevations to scale with dimensions shown from top of foundation to highest peak of the roof.
- Plans with engineer requirements must be wet stamped.
- Footing and foundation detail showing steel requirements.
- Shear wall definitions, locations, and connections.
- Hold down definitions and locations.
- Roof design with truss engineering and layout showing location of point loads and connection requirements.
- Meter base location and amperage of service along with breaker panel location.
- Post and beam sizes and locations.
- Gas piping diagrams showing BTU's for each appliance; and footage only.
- COM check or equivalent (Model Energy Code).
- Landscape bond estimate (from your engineer/landscape architect) for all landscaping included on approved site/landscape plan submitted to city for approval.
- Posted bond for landscaping in the amount equal to 20% of bond estimate, to be kept by the city for 1 year to guarantee landscaping lives.
- Storm water pollution prevention plan (SWPPP) – See details on website.



**HIGHLAND CITY**

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**Regulations:**

- Plans will only include what will be built.
- Tenant improvement plans for permit issuance.
- The grade of the building (finished grade at the highest point touching the foundation may not exceed 12% slope from the top back of curb; exposed foundation may not be taller than 24 inches- see attached handout with this application).
- Must meet retaining wall requirements.
- Environmental fence installed on property lines contiguous with open space, park, or trail.
- \$500.00 Plan Check fee due at submittal.

Date \_\_\_\_\_

Signed \_\_\_\_\_