



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

Commercial Tenant Improvement Building Permit Checklist

Tenant Improvement Submittal Requirements:

- Completed and signed building permit
- (2) complete set of working drawings.
- Electrical & Mechanical Engineering.
- Plans with engineer requirements must be wet stamped.
- Plans will only include what will be built.
- Meter base location and amperage of service along with breaker panel locations.
- Post and beam sizes and locations.
- Gas piping diagrams showing BTU's for each appliance; and footage only.
- MEC check or equivalent com check.
- Landscape bond estimate (from your engineer/landscape architect) for all landscaping included on approved sit/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.
- Plan for grease trap and sampling manhole if required.
- \$500.00 deposit

Date _____

Signed _____