COMMERCIAL BUILDING PERMIT INSTRUCTIONS

You will need to obtain an approval letter from the Planning Department. Please work with the Planning Department project manager over your project. Please note that we need all approvals before we can issue a permit #.

1) Once the project has been approved, you will need to submit a completed building permit application to Eagle Mountain City along with the builder's deposit and approval letter to our offices at 3726 E Campus Dr ste H located in the Ranches.*

   ****You will also need to submit all forms by email to buildinginspections@eaglemountain.gov****.

   • The application can be located at: https://eaglemountain.gov/community-development/permits/

   Please include ALL property information, including property owner, address, and tax serial number.

   • You must pay builders deposit by check made to Eagle Mountain City and a copy of the application.

      $5,000 for a new commercial building, or $1,000 for a commercial tenant improvement project.
      For a tenant improvement- you will need to also submit a copy of the lease agreement

2) Submit complete construction documents to WC3 and Planning for plan review.

   • Submit all documents to permitdeskutah@wc-3.com, using "Eagle Mountain City" in the subject line. Please include the project name, permit number, and ALL contact information for use in further communications in the body.

      *Files may be transferred via Dropbox (preferred), FTP, Email (25 mb max), Google Drive, etc.

      You will also need to submit all documents to planning@eaglemountain.gov in PDF format

   • You will receive a confirmation email confirming that the plans were received by WC3 and indicating when the expected completion date for the initial plan review will be.

   • Once each review is complete, you will receive a Plan Review Letter via email.

      IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL, WE HAVE NOT RECEIVED YOUR PLANS!

3) Distribute the Plan Review Letter to all applicable parties and update the plans as necessary.

   • If you have questions during the plan review process please contact the reviewer directly, as Eagle Mountain City will not be involved in the resolution of WC3 plan review comments. The name and contact information of the reviewer will be included in the Plan Review Response Letter.

   • If you have questions for planning, please reach out to them directly.

4) For each review, when all the necessary revisions have been made to the construction documents, please resubmit a complete revised set of electronic plans and associated documents.

   • Once all revisions have been made and accepted, the electronic set will be electronically stamped and returned to you for printing.

   • Part of the resubmittal must include a written response to each plan review comment, including where the information can be found within the plan set.

   • It is highly recommended that changes associated with the resubmittal be clouded on the plans.

5) Once you receive the "PERMIT READY" email, you will print (2) hard copies of the "approved" drawings and associated construction documents and bring them to Eagle Mountain City.

   • At this point you will pay the respective permit fees and obtain your building permit. You will receive the

instructions and permit totals in the email from Eagle Mountain City.

<u> Please wait for the email with the permit fees before bringing the plans into the city offices</u>**