

Sandy City Community Development Department
10000 S. Centennial Pkwy, Ste 210
Sandy, Utah 84070
Phone: 801-568-7251 Fax: 801-568-7278



Commercial Plan Submittal Requirements

1. Permit Application Completed
2. Plan review fee, which is based on project valuation (this number will be verified at plan review) Call 801-568-7251 for fee
3. Two complete sets of plans, which need to include: architectural, structural, electrical, mechanical and plumbing.
4. Engineering calculations
5. Energy Analysis (2012 COMCheck or ASHRAE 90.1)
6. Job Specifications (can be submitted in electronic format)
7. New buildings and additions need a site plan attached and will have to go through the planning department as well, which may add to plan review time.
8. Plans need to be wet stamped and signed by design professionals per state law.
9. Plumbing, mechanical, electrical, fire sprinkler and fire alarm permits are required and are not included with the general permit
10. Fire sprinklers and alarm plans can be a deferred submittal and need to be submitted to the Sandy City Fire Marshall at 9010 South 150 East. Phone: 801-568-2930
11. Plans will be disposed of after 180 days if a permit has not been issued.