



Commercial Building Permit Application – Submittal Requirements

SUBMITTAL REQUIREMENTS: This checklist is provided to inform applicants of the required plans and details for this application type. Please review this list and ensure that your application will be complete and that all required information is provided on your plans.

Plans found to be insufficient at the time of submittal will be returned to the owner/agent for corrections. More information may be required at the time of review. Should the plans be revised by the applicant either during the review process or after a permit is issued, the time frame for review will begin anew. Additional fees may be applicable. Revisions are required to be submitted with a Letter of Transmittal for Building Permit Revisions, available on the County's website or application portal. All the following information is required to be on the plans or general notes, including special conditions.

General Requirements:

- _____ Complete set of plans for each section: architectural, structural, mechanical, plumbing, fire sprinkler, electrical, and material specification. All plans are required to be signed and sealed by the appropriate design professional (Wyo. Stat. 33-4-117). The structural drawings must be stamped, signed, and dated by a Wyoming Licensed Structural Engineer. **For specifications regarding fire sprinkler and electrical plans, contact the Jackson Hole Fire EMS Dept. at (307) 733- 4732. During the application process you will be prompted to upload each required drawing in its appropriate section.**
- _____ The plan cover sheet shall summarize the project showing square footages of each floor and total square footage of proposed structure; size of the property, impervious surfaces and Landscaped Surface Ratio; construction and occupancy types.
- _____ For residential occupancies, the total number of sleeping units and number of accessible units, Type A units and/or Type B units; and applicable codes shall also be required.

Special Conditions:

- _____ All physical development shall complete a Natural Resources Assessment in accordance with the requirements of LDR Sections 8.2.2 and 5.2.1. A Desktop Checklist, Environmental Review, or Environmental Analysis shall be submitted with the application, depending on exemptions and Tier classification.
- _____ Structures within the Wildland-Urban Interface must show compliance with the Fire Marshal's requirements by means of details and/or notes on the submitted plans.
- _____ Note that structures greater than 5,000 gross sq. ft. are required to be fire sprinklered. Any commercial structure with an R occupancy, no matter the size, is also required to be sprinklered.
- _____ Structures located within the FEMA, Special Flood Hazard Area shall show compliance with the Flood-Resistive Construction requirements of the IBC.
- _____ Plans for structures located in areas subject to seasonal high ground water from spring runoff or irrigation, shall be provided with details showing protection of the structure and all insulation, electrical, plumbing and mechanical systems, from damage due to moisture and/or mold, by licensed design professionals, or shall be slab on grade.

Architectural Drawings:

- _____ Architectural and structural elements shall be drawn to a scale of $\frac{1}{4}'' = 1'$
- _____ Description of uses and the proposed use group(s) for all portions of the building. Architect shall indicate the design approach for mixed-uses (as applicable).
- _____ Proposed type of construction of the building.
- _____ Fully dimensioned drawings to determine areas and building height.
- _____ An egress plan showing occupant loads of each room, for each floor and cumulative occupant loads at each exit. Show exit arrangement and sizes, corridors, doors, stairs, etc.
- _____ Location of exit signs/means of egress lighting, including power supply.
- _____ Accessibility scoping provisions.
- _____ Description & details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
- _____ Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
- _____ Details of plastic, insulation, and safety glazing installation.
- _____ Details of required fire protection systems.

Site Plan (drawn to accepted engineering scale on sheets): *Large land parcels should have two siteplans - one showing property in relation to adjacent land parcels with area to be developed identified, and a second of smaller scale, showing proposed development and associated structures within 100 feet:*

- _____ All site plan requirements for Planning and Engineering are shown including, but not limited to, all easements, all utility locations, water lines, gas tanks, lines and meters, electrical vaults, lines and meters, sewer lines and cleanouts. Buried utilities shall show the depth, bedding, and back fill requirements.
- _____ Entire property with dimensions of boundaries and north arrow. Show scale.
- _____ Location of existing and proposed structures or additions, including porches, balconies, terraces, walkways, decks, eave overhangs, and chimneys.
- _____ Show distances of proposed structures or additions from property lines, right-of-way lines, creeks, streams, rivers, ditches, ponds, and wetlands.
- _____ Names of adjacent streets or roads.
- _____ Locations of driveway and parking areas. New driveways entering onto a County road or State highway require a County access permit.
- _____ Grade lines for slopes of 5% or greater.
- _____ Proposed and/or existing location of well, septic tank and leach field as applicable.
- _____ Location of wells, septic tanks, and leach fields on adjacent properties if within 100 feet of your property.
- _____ Locations of any wetlands on property.
- _____ Show landscaping conforming with **Division 5.5** of the Teton County Land Development Regulations.
- _____ Location of areas designated for snow storage.
- _____ Location of buried utilities located or proposed for site.
- _____ Location, height, and type of any fencing proposed.

Exterior Lighting:

- _____ Provide a site plan depicting all proposed exterior fixtures. This includes but is not limited to, lighting attached to proposed and existing structures, poles, the earth or landscaping fixtures, or any other location.
- _____ Provide a manufacturer's product specification sheet for each type of fixture. This shall include details on shielding, maximum lumens, color or Kelvin temperature and light trespass details. This can be individual sheets submitted with the application or inserted on the exterior lighting plan.
- _____ Description of proposed adaptive or automatic lighting controls that extinguish exterior lighting when sufficient daylight is available, such as timers, sensors, automation systems, etc.
- _____ Description of light reduction wherein the total exterior lighting shall be extinguished OR reduce by at least 30% at 12:00 AM.

Structural Plans and Engineering Details:

- _____ Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
- _____ Signed and sealed structural design calculations which support the member sizes on the drawings.
- _____ Local design load criteria, including: frost depth; live loads; snow loads; wind loads; earthquake design data; other special loads.
- _____ Details of foundations and superstructure.
- _____ Provisions for required special inspections.
- _____ Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).
- _____ Engineer shall specify any Special Inspections required for project.

Mechanical:

- _____ Complete signed and sealed (Wyo. Stat. 33-4-117) plans and specifications of all heating, ventilating and air conditioning work.
- _____ Complete information on all the mechanical equipment and materials including listing, labeling, installation and compliance with specified quality control standards.
- _____ Details on the HVAC equipment including the equipment capacity (Btu/h input), controls equipment location, access and clearances.
- _____ A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1,000 ft², the floor area of the space and the amount of outdoor air supplied to each space.
- _____ The location of all outdoor air intakes with respect to sources of contaminants.
- _____ Duct construction and installation methods, flame spread/smoke development ratings of materials, flexible air duct and connector listing and duct support spacing.
- _____ Condensate disposal, routing of piping and auxiliary and secondary drain systems.

- _____ Required exhaust systems, routing of ducts and termination to the exterior.
- _____ Complete details of all Type I and II kitchen hoods, grease duct construction and velocity, clearance to combustibles and fire suppression system.
- _____ Details of all duct penetrations through fire resistance rated assemblies including shaft, fire dampers and/or smoke damper locations.
- _____ Method of supplying combustion air to all fuel fired appliances, the location and size of openings and criteria used to size the openings.
- _____ Details on the venting the products of combustion from all fuel burning appliances including the type of vent system, the sizing criteria required for the type of vent and the routing of the vent.
- _____ Boiler and water heater equipment and piping details including safety controls, strapping, and distribution piping layout.
- _____ Details on the type of refrigerant, calculations indicating the quantity of refrigerant, refrigerant piping material and the type of connections.
- _____ Complete details on the gas piping system including materials, installation, valve locations, sizing criteria and calculations (i.e., the longest run of piping, the pressure/pressure drop).
- _____ Complete signed and sealed (Wyo. Stat. 33-4-117) plans and specifications of all plumbing work.
- _____ Plumbing fixture specifications including identification of the applicable referenced quality control standards and the maximum flow rates for the plumbing fixtures.
- _____ The basis for the number of plumbing fixtures provided including the occupant load used, the use group and fixture rate from the plumbing code.
- _____ Complete dimensions for bathrooms, the location of plumbing fixtures and the wall and floor surface materials.
- _____ Site plan, which indicates the routing of the sanitary, storm and water service with the burial depths for all sewers and water service.
- _____ Water distribution system sizing criteria and calculations.
- _____ Water supply and distribution piping plan showing the incoming water supply, distribution piping, pipe size, the location of water hammer arrestors and the location of the valves.
- _____ The location of all backflow preventers, the type of backflow preventers provided for each piece of equipment or outlet and the specified quality control standards referenced in the code.
- _____ Drainage system piping plan showing the layout of all piping, of plumbing fixtures and the location of cleanouts.
- _____ Riser diagram (s) of the drain, waste and vent piping including the building drain, all horizontal branches and the connections and layout of all fixtures. Pipe sizes, direction of flow, grade of horizontal piping, drainage fixture loads and the method of venting all plumbing fixtures.
- _____ The location of all indirect waste connections, standpipes, grease traps and separators.
- _____ Complete details of the water heater, the method of supplying tempered water to accessible fixtures and the temperature and pressure relief valve discharge.
- _____ Complete details of the method of draining storm water from the roof including calculations to verify pipe and/or gutter sizes, the location of all roof drains and the roof area that each group of roof drains is intended to serve and an independent secondary roof drainage system.
- _____ Piping material specifications to verify compliance with the specified quality control standards for all sanitary, storm and potable water piping (e.g., ASTM B88 for copper pipe), the type of joints and connections for all piping, the pipe hanger support spacing and details of anchorage and bracing.

Sprinkler Systems:

- _____ Complete signed and sealed (Wyo. Stat. 33-4-117) plans and specifications for the sprinkler system and related equipment.
- _____ Description and locations of uses within the building.
- _____ Design details in accordance with the appropriate reference standard (i.e. NFPA 13, 13D, 13R) as referenced by the building code.
- _____ Design calculations indicating the discharge requirements of the system with evaluation of the arrangement and source of the water supply.
- _____ Results of a current flow test indicating the location and date of the test.
- _____ Working drawings indicating all pipe sizes and the spacing between branch lines and sprinklers on the branch line.
- _____ Material specifications and equipment specifications. All materials used should be verified that they are installed in accordance with their listing.

Wildland Urban Interface

- _____ Wildland review printed on plans
- _____ Details showing wildland review requirements

Accessibility: The Accessibility Review will cover the scoping requirements in Chapter 11 and other accessibility related requirements mainstreamed throughout the applicable building code. Technical requirements covered will be based on the applicable edition of ICC/ANSIA117.1. Accessible and Usable Buildings and Facilities. **Any federal accessibility provisions, laws or regulations are beyond the scope of this review.**

- _____ Complete signed and sealed (Wyo. Stat. 33-4-117) architectural plans and material specifications of all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work propose.
- _____ Site plan including the following information:
 - _____ Size and location of all new construction and all existing structures on the site.
 - _____ Location of any recreational facilities (i.e., pool, tennis courts, etc.)
 - _____ Established street grades, accessible routes from building exits to public ways and their grades and proposed finished grade.
 - _____ Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.
- _____ Architectural plans and specifications to include:
 - _____ Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
 - _____ Accessibility provisions including but not limited to access to services, eating, listening systems, accessible fixtures, elevators, work surfaces, etc.
 - _____ In residential occupancies, indicate which units are accessible, Type A and/or Type B. Indicate requirements for each type.
 - _____ Accessible plumbing facilities and details.
 - _____ Tactile signage provided.
 - _____ Details of required fire protection systems