



COMMERCIAL BUILDING PERMIT INSTRUCTIONS

- 1) **Obtain approval from the Eagle Mountain City Planning Department that allows you to submit a building permit application.**
 - a. The Planning Department project manager over your project will verify that the project is approved.
- 2) **Submit a completed building permit application to Eagle Mountain City Building Department along with the builders deposit.**
 - a. The application can be found online at:
<http://www.eaglemountaincity.org/departments/building-department/building-permits>
 - b. You must pay the builders deposit of \$5,000 by check made out to Eagle Mountain City when the application is submitted. You will be given a permit number.
- 3) **Submit complete construction documents to WC3 for plan review.**
 - a. Send all documents to permitdeskutah@wc-3.com, using "Eagle Mountain City" in the subject line. In the body of the email, please include the project name, permit number, and ALL contact information for use in further communications.
*Files may be transferred via Dropbox (preferred), FTP, Email (25 mb max), Google Drive, etc.
 - b. 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. A period of 10 business days will be allotted for your initial review. For plans being resubmitted a period of 5 business days will be allotted for review.
IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL, WE HAVE NOT RECEIVED YOUR PLANS!
 - c. Once each review is complete, you will receive a Plan Review Letter via email.
- 4) **Distribute the Plan Review Letter to all applicable parties and make changes to the plans as necessary.**
 - a. If you have questions during the 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.
- 5) **For each review, when all of the necessary revisions have been made to the construction documents, please resubmit a complete revised set of electronic plans and associated documents.**
 - a. This is critical, as once all revisions have been made and accepted, the electronic set will be electronically stamped and returned to you for printing.
 - b. 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.
 - c. It is highly recommended that changes associated with the resubmittal be clouded on the plans.
- 6) **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.**
 - a. At this point you will pay the respective permit fees and obtain your building permit. You will receive the permit totals in the email from Eagle Mountain City.