



Eagle Mountain City

Commercial Plan Submittal

- 1) After the project has been approved, you will submit a completed building permit application form to Building Department with a builders deposit. You will receive a permit number.**
 - a) The application can be found at:
www.eaglemountaincity.org/departments/building-department/building-permits
please include all contractor information
 - b) You must pay a builders deposit of \$5000.00 for new construction, or \$1000.00 for tenant improvements/remodels, to Eagle Mountain City Building Department. Please make sure that checks do not have a lien release on them.
 - c) SWPPP REVIEW FORM MUST BE SUBMITTED WITH APPLICATION
- 2) You will contact WC3 via email at permitdeskutah@wc-3.com to create an online location in which drawings and other submittal documents can be uploaded.**
 - a) Send plan review requests to permitdeskutah@wc-3.com, using "Eagle Mountain City" as the subject line of the email.
 - b) You will be asked to provide a project name, email address, phone number and permit number for use in further communications.
 - c) You will receive an email outlining where documents can be submitted, as well as a brief breakdown regarding what documents must be submitted and in what format.
- 3) Upload plans, calculations and all supporting documentation as indicated by WC3.**
 - a) To upload plans simply click on the "+" symbol at the top right of the page.
 - b) Once documents have been submitted, the staff at WC3 will start your review. A period of 10 business days will be allotted for your review. For plans being resubmitted a period of 5 business days will be allotted for review.
 - c) Once the review is complete, you will receive a Plan Review Response Letter.
- 4) Distribute the Plan Review Response 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.
- 5) When all of the necessary revisions have been made to the construction documents, please resubmit a complete revised set of 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) You will receive an email when the permit is ready to pick up. You will need to print a hard copy of all "approved" drawings and associated construction documents and bring them to Eagle Mountain City along with the permit fees.**

***Do not bring in plans until you have received the "Permit Ready" email with all fee information.**