



City of Orem

Development Services
56 N State Street Suite 105
Orem, Utah 84057

Building Safety Division
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TENANT IMPROVEMENT PLAN REQUIREMENTS

Items listed below shall be identified in the working drawings. Plans shall be drawn to scale and when required by the architect and/or the Professional Engineers Act, shall be wet stamped and wet signed by that architect or engineer.

Current codes are 2018 IBC, 2018 IMC, 2018 IPC, 2017 NEC, 2018 IECC, and 2018 IFGC and current Utah State Amendments

- 1) **Cover sheet** with all the following information listed:
 - a) Current codes adopted by the City of Orem
 - b) Allowable floor area
 - c) Occupancy group per IBC
 - d) Type of construction per IBC
 - e) Occupant load per IBC Chapter 10
 - f) Sanitation facilities per IPC and IBC
 - g) Disabled access requirements of Chapter 11 IBC & ANSI-A117-1

- 2) Plans shall consist of:
 - a) **Plot Plan** including:
 - a) Complete dimensions
 - b) Legal description
 - c) Lot lines indicated
 - d) All existing improvements indicated
 - e) Show adjacent structures and use

 - b) **Floor Plan**, including:
 - a) Complete dimensions
 - b) All occupied spaces identified (office, storage, etc.)
 - c) Exits (number, width, distance to, direction of, hardware requirements)
 - d) Corridors (type of construction, width, access to exits, etc.)
 - e) All fixed elements of construction shown(walls, partitions, cabinets)
 - f) All occupancy separations clearly defined, indicating the fire resistive rating of each

 - c) **Wall Section** is required, showing stud size, height, spacing, insulation, wall finish, and structural connections.

 - d) **Plumbing Plan**
 - a) Include a plumbing isometric/schematic (water, gas and waste)
 - b) Show type of material to be used

- e) **Mechanical Plan**
 - a) Mechanical isometric/schematic, size all ducts
 - b) Location of all return air ducts
 - c) Location of all fire dampers
 - d) Method and amount of combustion air
 - e) Location of all HVAC units
 - f) Kitchen hoods (provide complete details as applicable, including make-up air)

- f) **Electrical Plan**
 - a) One-line diagram
 - b) Panel schedules with circuit identification
 - c) Indicate all outlet, fixture, and equipment locations
 - d) Indicate all hazardous electrical locations as applicable
 - e) Provide complete electrical load calculations

- g) **Energy compliance calculations** as required by Utah State Law, may be done with Com-Check or ASHRAE 90.1.

- h) **Additional plans** and/or information:
 - a) T-bar ceiling details
 - b) Sprinkler plan (when required by code)