



## City of Orem

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

Building Safety Division  
801-229-7060  
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### TENANT IMPROVEMENT PLAN REQUIREMENTS

Review your plans and be sure **each** of the following details have been included. Plans shall be drawn to scale and when required by the architect and/or the Professional Engineers Act, shall be stamped and signed by that architect or engineer. When each of the items have been verified, you are ready to **submit** your application and plans for a building permit. All submittals are on-line through our building permit portal which can be found here: <https://orem.org/buildingpermits/>

Current codes are 2021 IBC, 2021 IMC, 2021 IPC, 2020 NEC, 2021 IECC commercial provisions and 2015 IECC residential provisions, and 2021 IFGC, 2017 ANSI 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)