



BUILDING PERMIT SUBMISSION REQUIREMENTS

OWNERS OR THEIR AGENTS MUST OBTAIN BUILDING PERMITS FOR ALL WORK EXCEPT:

- Single story detached accessory buildings less than 200 square feet
- Fences less than 6 feet which are constructed in the rear yard
- Retaining walls less than 4 feet in height
- Water tanks less than 5,000 gallons w/height to diameter ratio less than 2:1
- Sidewalks and driveways on grade and not within public right of way
- Finish work such as painting, tiling, carpeting, cabinets, etc.
- Pre-fabricated pools less than 24 inches in depth
- Playground equipment for 1 and 2 family dwellings
- Minor electrical, mechanical or plumbing repairs

Application forms should be filled out and submitted by the applicant. Applicants must include a deposit in accordance with the Building Permit Plan check Schedule which is based on the estimated value of the proposed improvements. Applications must be filled out completely with all contractor names, addresses, current contractor's license number and contact numbers. The city will assign a permit numbers in accordance to the state of Utah's permit numbering format.

SUBMISSIONS MUST INCLUDE THE FOLLOWING, PLEASE NOTE REQUIRED QUANTITY:

- **UTILITY AVAILABILITY LETTERS (one set)**
Water, Gas, Sewer, Power service letters from each provider
- **SITE PLAN, SIZE 11x17 OR LARGER, SCALE >1:20 (4 copies)**
Name and telephone of developer, owner and project designer
Address of the project and zoning district
Property dimensions
North arrow and scale of drawing
Locations and names of existing and proposed structures
Table including: Lot area, all buildings footprint, total impervious coverage (paving, pools, etc) square footage for each level of structure(s)
Grading Information: existing and proposed contours, site benchmark at immovable location,
Construction erosion plan (State UPDES Permit)
Storm water retention/drainage plans & Calculations
Location and name of existing and proposed streets
Location of Hydrants (estimated location ok)
All public and private easements related to the site
Existing/proposed survey monuments
Water courses, including irrigation ditches streams & laterals
Landscaping plan showing existing, proposed and "to be removed"
Location of access point, related improvements
Location of proposed parking
Location and sizes of utility lines and hydrant(s)
Location of proposed septic or sewer connection
Lighting plan, if required
Wet seal of a licensed architect or professional surveyor or engineer
Existing and proposed fencing
Vicinity, showing significant elements, or aerial photo.
- **STAMPED ARCHITECTURAL DRAWINGS, AS PER 2006 IBC (2 complete sets)**
Footing / foundation and basement floor plan
Floor plan of each level
Floor framing plans
Elevations of each façade
Typical wall cross-sections
Roof framing plans
Beam schedule
Window schedule
Finish Schedule
Door Schedule
Stair Schedule
Electrical & Plumbing Plans
Gas Line Schematic: including meter location, appliance locations, BTU ratings, pipe diameters, length of runs. Venting & connector sizes including length of sets and appliance heights. Include combustion air sizes & location
Mechanical Plans
Energy Analysis
Lateral analysis
Truss Engineering: including design criteria for all loads, required connections, bridging and installation instructions, Description of materials and or specifications
- **STAMPED ENGINEERED DETAILS FOR THE FOLLOWING**
Engineer calculations to match details on proposed plans
- **FIRE FLOW DATA TAKEN FROM THE NEAREST HYDRANT(S)**
UFA Fire Code requirements may require installation of hydrants and/ or sprinkler systems if current flows are inadequate for new construction

