



# RESIDENTIAL CHECKLIST

## NEW CONSTRUCTION

Below is a list of information that is required to be submitted with building plans in order to city staff to process the request. All plans must be drawn to a common scale,  $1/4" = 1'$  or larger, and must clearly indicate the location, nature, and extent of the proposed work. Plans lacking adequate detail will not be approved. A pre-application meeting is not required, but is recommended when possible.

Fees: Fees are based upon the valuation of the building. Other fees will be assessed before the permit can be issued. **The Plan Review Fee must be paid at the time of submittal.**

**Reminder: This is meant to be a helpful guide, not a comprehensive list.**

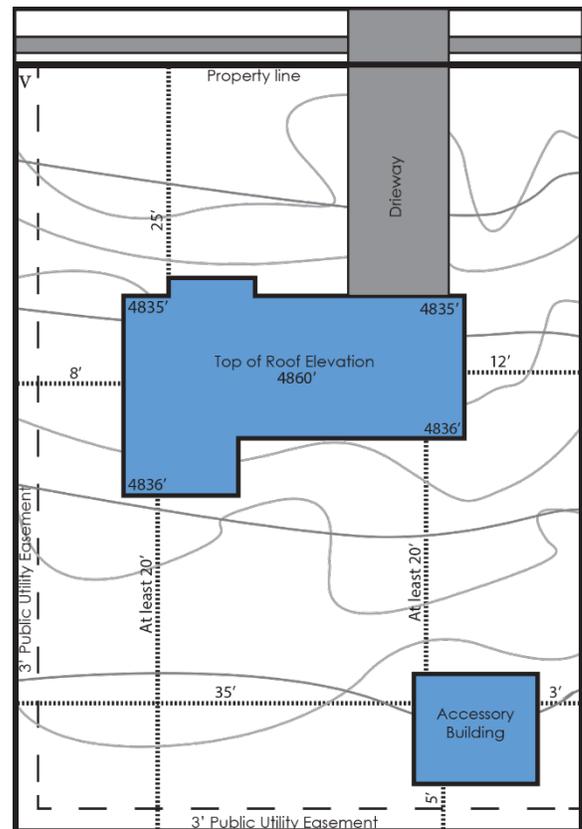
### Site Plan

Electronic building plans must be submitted with online permit application:

- Label all existing easements
- Label all setbacks to property lines
- Natural grade contour lines, at 2' intervals
- Finished grade contour lines, at 2' intervals
- Natural grade elevation measurements at each corner of the proposed home
- Elevation measurement of the highest point of the roof structure
- Proposed driveways and approaches, label the width of the approach
- Retaining walls, including top and bottom of wall elevations
- Plans must be stamped by a Utah licensed engineer

### Structure Height Measurement

Structure height shall be measured by taking the average vertical distance measured at the four corners of the main structure. This measurement shall be taken from the original natural grade of the lot to the highest point of the roof structure. In cases where the four corners of the structure are not explicitly clear, the city's building official and the director shall designate the four corners of the structure.



**Continued Behind**



# RESIDENTIAL CHECKLIST

## NEW CONSTRUCTION

### Building Plans

- Notes should reference all applicable codes
- Square footage of each floor, including decks, carports, and garages
- Foundation plan layout, include hold-down layout
- Complete, continuous wall sections (foot to roof), include all levels
- Floor Plans:
  - Window size
  - Braced wall lines
  - Door swings
  - Proposed use of each room
- Electrical Layout Plan:
  - Panel amp size and location
  - Smoke and carbon monoxide detector locations
  - GFCI locations
- Stair sections showing riser heights, treads, handrails, and guardrails
- Energy conservation code compliance
- Gas line schematics providing size, lengths, and total BTU or CFH at service outlets from meter
- Certain structural details must be stamped by a Utah licensed structural engineer
- Elevation drawings showing all four sides of the proposed home, including building materials
- REScheck and Manual J& D calculations
- Lighting plan that meets all requirements of the city's Outdoor Lighting ordinance
- Construction mitigation plan
- SWPPP permits (if applicable)
- Will-serve letters from the water and sewer utility providers

### Other Information

The requirements in this handout are not comprehensive. Additional information may be requested as reviewed on a case-by-case basis. Some common requests for information include:

- Geotechnical reports or letters addressing groundwater concerns
- Slope stability analysis on properties with steep slopes
- Fault hazard studies for properties in fault areas
- Stucco application details for homes with stucco siding
- Second kitchen agreement for all projects that include a second kitchen