



RESIDENTIAL REMODEL CHECKLIST

Below is a list of information that is required to be submitted with building plans for City staff to process the request. All plans must be drawn to a common scale, $\frac{1}{4}'' = 1'$ or larger, and must clearly indicate the location, nature, and extent of the proposed work. Plans lacking adequate detail will not be approved.

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

1. Building Plans

- Electronic building plans must be submitted with online permit application

2. Additional Information

The following items are required to be included in plan submittals. The specific information may vary depending on the type and scope of the project:

- Square footage of each floor, including decks, carports, and garages
- Floor plans of existing and proposed layout
- Existing and proposed window sizes
- Existing and proposed door swings
- Proposed use of each room
- Existing and proposed electrical layout
 - ❖ The new electrical layout must include panel amp size and location, as well as and GFCI locations
- Existing and proposed HVAC (water heaters, air conditioning units, furnaces, etc.)
- Proposed stair sections depicting riser heights, treads, handrails, and guardrails
- Locations of smoke and carbon monoxide detectors
- 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, including the modification of load bearing walls