

Below is a list of information that is required to be submitted with building plans in order 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.**

Initial review will be performed within 15 business days. Second reviews will be completed within 10 business days. Applicant is responsible for the actual staff cost of any subsequent reviews.

**Remember, this is not a comprehensive list and is meant only to be a helpful guide!**

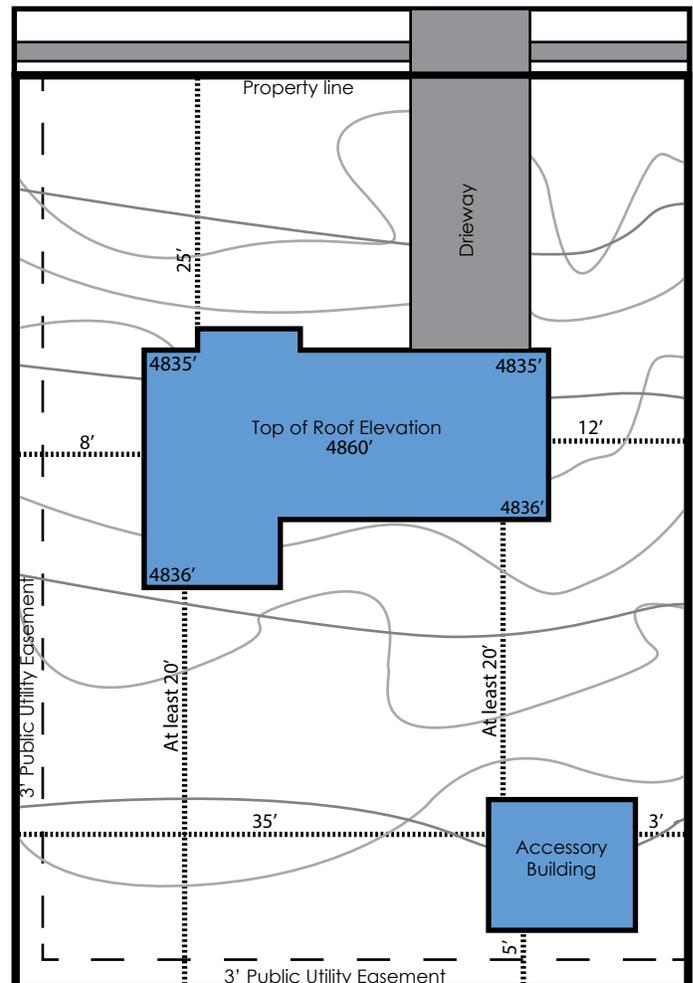
### 1. Site Plan

Two (2) sets of plans (11"x17") drawn to scale that show:

- All existing easements, labeled
- 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
- Finished grade elevation measurements at each corner of the proposed home
- Elevation measurement of the highest point of the roof structure (chimney excluded)
- Proposed driveways and approaches
- Retaining walls, including top and bottom of wall elevations
- Site grading must indicate a minimum of 2% slope from the house for runoff
- Plans must be stamped by a Utah licensed structural engineer

### Structure Height Measurement

The structure height will be measured by taking the average vertical distance at the four corners of the main structure. The measurement will be taken from the natural grade of the lot to the highest point of the roof structure





## RESIDENTIAL CHECKLIST

### NEW CONSTRUCTION CONTINUED

#### 2. Building Plans

The following list are required to be included in all plan submittals:

- Square Footage of each floor, including decks, carports, and garages
- Foundation plan layout, include hold-down layout
- Complete, continuous wall sections (footing to roof) including 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, Manual J & Manual D calculations

#### 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 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

**PLEASE REMEMBER! THIS IS NOT A  
COMPREHENSIVE LIST AND IS ONLY TO BE USED  
AS A HELPFUL GUIDE. CALL US AT 801-944-7000 IF  
YOU HAVE ANY QUESTIONS**