

## **New residential building submittal checklist**

### **All noted items to be provided in PDF format**

For the purposes of conformance with Utah State Law, a building permit application is complete when the application contains the following items. A building permit may be rejected if the following items are not provided prior to the information being reviewed.

1. The name, address, and contact information for the applicant; and the general contractor/construction manager.
2. If acting as an owner builder contractor, provide the owner builder declaration form that is required by the State of Utah.
3. A site plan for the construction project that includes the following information:
  - a) Is drawn to scale
  - b) Includes a North arrow and legend
  - c) Shows lot size and dimensions
  - d) Details required setbacks and shows all utility easements
  - e) Designates all property lines
  - f) Shows topographical details of the property
  - g) Shows location of any retaining walls to be built
  - h) Shows all proposed driveways and hard surface areas
  - i) House number and street names
4. Building plans.
5. Engineering calculations when the home does not meet the prescriptive design requirements of the Residential Code.
6. Information for the option used for the thermal envelope compliance of the home:
  - a) Prescriptive method
  - b) 2015 version of Rescheck that passes
  - c) 2012 Utah version of Rescheck passing by 5% or better
  - d) Performance method
  - e) Modeling method
7. Manual J&D information (Heating and cooling load calculations that justify HVAC equipment sizes).
8. Gas line diagram. This needs to note size of meter, all lengths and sizes of pipes, type of pipe being used, and the BTU's of all appliances being installed now and in the future.
9. Power to panel agreement
10. Warranty Deed
11. Secondary water certificate (If required)
12. Septic tank/well permit (If required)