

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) Lot size and dimensions
 - b) Setbacks and overhangs for setbacks, easements, property lines.
 - c) Topographical details, if the slope of the lot is greater than 10%
 - d) Retaining walls if any
 - e) Hard surface areas
 - f) Curb and gutter elevations as indicated in the subdivision documents
 - g) Existing and proposed utilities, including water location, sewer and subsurface drainage facilities
 - h) Street names
 - i) Driveway locations
 - j) Defensible space provisions and elevations, if required by the Utah Wildland Urban Interface Code adopted under Section 15A-2-103
 - k) The location of the nearest hydrant
4. Construction plans and drawings, including:
 - a) Elevations, only if the construction project is new construction.
 - b) Floor plans for each level, including the location and size of doors windows and egress
 - c) Foundation, structural and framing detail
 - d) Electrical, mechanical and plumbing design
 - e) A licensed architect's or structural engineer's stamp, when required by law
 - f) Suppression details when required by fire code.
5. Engineering Structural calculations, except for truss detail, when the home does not meet the prescriptive design requirements of the Residential Code.
6. Information showing compliance from the International Energy Conservation Code as amended by the State of Utah
7. Manual J&D information or equivalent (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. A Geotechnical report, including a slope stability evaluation and retaining wall design if (1) the slope of the lot is greater than 15%; and required by the city. (this is typically address during the subdivision development stage)
10. Secondary water certificate (If required)
11. Septic tank/well permit (If required)