

# NEW RESIDENTIAL PERMIT PLAN SUBMITTAL CHECKLIST



Project Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Building Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

1. **TWO SETS (MINIMUM 36" X 24" - ALL PAGES MUST BE THE SAME SIZE)** signed and dated with Architect or Engineering wet stamps.
2. **CONSTRUCTION DOCUMENTS: ONE (1) SET HARD COPIES**
3. **A DISK WITH THE .pdf COPY OF BOTH PLANS AND CONTRUCTION DOCUMENTS**
4. **"DESIGN BUILD" IN LIEU OF PROPER PLANS IS NOT ACCEPTABLE**
5. **FIRE SPRINKLER AND ALARMS CAN BE DEFERRED SUBMITTAL**

ALL WORK MUST COMPLY WITH 2012 INTERNATIONAL RESIDENTIAL CODE, 2011 NATIONAL ELECTRICAL CODE, 2012 INTERNATIONAL PLUMBING CODE, 2012 INTERNATIONAL MECHANICAL CODES, 2012 INTERNATIONAL FUEL GAS CODE, 2012 INTERNATIONAL ENERGY CONSERVATION CODE, 2012 INTERNATIONAL FIRE CODE

In an effort to shorten plan review times, please check the plans and application to be sure the information below has been included. **Check off each of the following items, or mark N/A if items do not apply, and sign the bottom of the form.** This checklist is not all inclusive. If necessary, additional information may have to be submitted.

**PLAN REVIEW DEPOSIT:** Based on project valuation, not to exceed \$500.00 (call Building Department 801-483-6005 to obtain cost)

## BUILDING PERMIT FORMS:

- \_\_\_\_\_ **BUILDING APPLICATION FORM**
- \_\_\_\_\_ **RES CHECK** (Residential energy analysis report), provided by your Architect or Engineer
- \_\_\_\_\_ **GEO TECH REPORT** (Soils Analysis) provided by your Architect or Engineer

## PLAN SUBMITTALS

- \_\_\_\_\_ Two full sets of building plans (**minimum size: 36 x 24**)
- \_\_\_\_\_ Engineering is required unless home is of conventional light-frame construction (plans must be stamped, signed, and dated by an engineer licensed by the State of Utah)
- \_\_\_\_\_ Site Plan, including all property lines and set-back distances & Landscaping Plan
- \_\_\_\_\_ Landscaping plan
- \_\_\_\_\_ Elevations
- \_\_\_\_\_ Footing / foundation / basement plans
- \_\_\_\_\_ Floor plans, identify rooms, doors, windows, appliances
- \_\_\_\_\_ Wall cross sections
- \_\_\_\_\_ Separation wall details with UL numbers (if applicable)
- \_\_\_\_\_ Floor Framing Design / Layout
- \_\_\_\_\_ Roof Framing Design / Layout
- \_\_\_\_\_ Beam and header schedules
- \_\_\_\_\_ Stairways, landings, handrail, guard details and specifications
- \_\_\_\_\_ Plumbing information:

- \_\_\_\_\_ Water service size
- \_\_\_\_\_ Size, type, and location of water heater
- \_\_\_\_\_ Gas piping plan with loads, lengths, sizes, material and pressure.
- \_\_\_\_\_ Piping methods and sizing for water heater and laundry pans, if applicable
- \_\_\_\_\_ Location of backwater valve if there are fixtures lower than the next upstream manhole cover
- \_\_\_\_\_ Locations of all basement fixture rough-ins

\_\_\_\_\_ Electrical information:

- \_\_\_\_\_ Service size and location
- \_\_\_\_\_ Breaker panel location
- \_\_\_\_\_ Locations of outlets, switches, fans, smoke alarms, CO detectors, etc.
- \_\_\_\_\_ GFCI and AFCI protected outlets identified

\_\_\_\_\_ Mechanical information:

- \_\_\_\_\_ HVAC equipment sizes and locations
- \_\_\_\_\_ Combustion air sources, locations, and sizes
- \_\_\_\_\_ Venting sized to meet GAMA tables

\_\_\_\_\_ **Best Management Practices (required by EPA)** Contact Ed Rufener, Public Works Inspector at 801-412-3210 for required documentation.

My signature below indicates that I have carefully reviewed the permit application and plans and verify that all of the items above have been included. I have checked each item and have insured the submittals are complete. I realize that incomplete submittals will substantially delay the plan review and permit issuing processes.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name