



PLAN SUBMISSION REQUIREMENTS – ADDITIONS

All documentation to be submitted in PDF format on a CD or other storage device

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE PLAN CHECK:

1. Pay \$75 application fee. The balance of the permit will be paid at the time the permit is issued.
2. Complete permit application form completely. Be sure to include:
 - a) Owner. (*If owner-builder, complete "Owner-Builder" form.*)
 - b) Building address.
 - c) General Contractor's name, address, license number & phone number.
 - d) Current copies of contractor license, business license & proof of liability insurance as required by Utah Division of Occupational & Professional Licensing.
 - e) Sub-contractors' names, license numbers and phone numbers.
3. A site plan showing the location of the structure on the property. The site plan must:
 - a) Be drawn to scale.
 - b) Show locations of any existing buildings.
 - c) Dimension distances from proposed structure to property lines and adjacent structures.
 - d) Show locations of any easements.
4. Building plans which should be drawn to scale and should include:
 - a) Existing/proposed floor plans showing:
 - 1) Proposed use for each room
 - 2) Existing/proposed location and size of windows and doors.
 - 3) Any proposed electrical.
 - b) Existing/proposed framing plans showing:
 - 1) Existing/proposed structural members
 - 2) Existing/proposed header sizes at openings.
 - 3) Detail connections to existing house. (*Roof, walls, floors, etc.*)
 - 4) Wall and roof size framing, member size and spacing.
 - 5) Wall and roof sheath thickness, type and nailing schedule.
 - 6) Footing and foundation with required reinforcement shown.
 - 7) Treated or redwood sill plate w/anchor bolt size and spacing shown.
 - 8) Solid blocking between trusses and hurricane ties at 48" o/c.
 - c) Cross section with all applicable information shown:
 - 1) Roof and wall covering material and underlayment.
 - 2) Height of walls.
 - 3) Exterior wall & ceiling insulation R-values and window U-values.
 - 4) Attic ventilation, if required.
 - 5) Attic access.
 - 6) Smoke & CO detectors.
 - 7) Additional items as deemed necessary by the plans examiner.
5. Engineering calculations, stamped & signed by the engineer. Lateral analysis of the existing structure may be required depending on the extent of the alterations made to the existing structure.