



PLAN SUBMISSION REQUIREMENTS – GARAGES & SHEDS

All documents to be submitted 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) A floor plan showing:
 - (1) Proposed use for each room
 - (2) Existing/proposed location and size of windows and doors.
 - (3) Any proposed electrical.
 - (4) Braced wall panel locations & lengths.
 - b) A framing plan showing:
 - (1) Wall and roof size framing, member size and spacing.
 - (2) Header sizes at openings.
 - (3) Wall and roof sheath thickness, type and nailing schedule.
 - (4) Footing and foundation with required reinforcement shown.
 - (5) Treated or redwood sill plate w/anchor bolt size and spacing shown.
 - c) A cross section with all applicable information showing:
 - (1) Roof and wall covering material and underlayment.
 - (2) Height of walls.
 - (3) Exterior wall & ceiling insulation R-values, if applicable.
 - (4) Attic access & attic ventilation, if required.
5. Engineering lateral analysis is required for structures having 35' between braced wall lines, wall heights greater than 10 ft, a single room with an area greater than 900 ft² or constructed in an area having a ground snow load greater than 70 psf.