



## PLAN SUBMISSION REQUIREMENTS – SINGLE FAMILY DWELLINGS

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 a \$250.00 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, address & telephone number. (If owner-builder, complete "Owner-Builder" form.)
  - b) Building address, lot & subdivision.
  - c) General Contractor's name, address, license number & phone number.
  - d) Current copies of contractor license, business license as required by Utah Division of Occupational & Professional Licensing.
  - e) Sub-contractors' names, license numbers and phone numbers.
  - f) Structural engineer, license number & telephone number.
3. Building plans designed per the 2015 IRC which include the following:
  - a) Consecutively numbered pages.
  - b) Foundation plan showing footing locations and sizes, hold down locations and foundation wall information.
  - c) Floor plans showing shear walls, strap locations and general floor plan information, including window and door sizes.
  - d) Framing plans showing truss/joist layout and supporting beam and column locations.
  - e) Structural details and schedules.
  - f) Elevations showing each side of the structure.
  - g) Cross Sections.
4. Structural engineering calculations in PDF format stamped and signed by the engineer.
5. 2015 REScheck in PDF format signed & dated, or information showing the structure complies with prescriptive requirements of the code. (4% better than code will be required on REScheck after January 1, 2019)
6. Manual J&D calculations in PDF format for review. Submit electronic copies of all equipment specifications (furnace, coil, humidifiers, condensers, etc.). After approval, 1 set of the Manual J&D calculations must be printed out for the field permit set of plans. Duct schematics must be included with all fittings and duct sizes identified on the schematic.
7. Submit in PDF format the 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 showing compliance with city setback requirements.
  - d) Show any easements
  - e) Provide finished elevations for the top of garage floor and top of frontage sidewalk and the proposed driveway width and grade in percentage. (Max grade 10%)