



BUILDING DEPARTMENT

2565 N Pony Express Pkwy, Eagle Mountain UT 84005 (801) 789-6614

RESIDENTIAL PERMIT DOCUMENT SUBMITTAL CHECKLIST

***ALL ITEMS ARE REQUIRED AT SUBMITTAL TO BEGIN THE PLAN REVIEW PROCESS**

PLEASE INITIAL THAT YOU HAVE SUBMITTED THESE ITEMS

- _____ COMPLETED PERMIT APPLICATION- **MUST INCLUDE LOT; SUBDIVISION, PHASE & SERIAL NUMBER**
- _____ PLAN REVIEW DEPOSIT- (\$400.00 – APPLIED TO PERMIT BALANCE), **SEPARATE CHECK**
- _____ BUILDERS DEPOSIT- \$1,000.00 FOR ONE PERMIT & \$5,000.00 TWO OR MORE OPEN PERMITS
- _____ TWO (2) SETS OF PLANS- (ONE-(1) SET MUST BE STAMPED) (**CAN BE 11X17**)
- _____ TWO (2) SETS OF SITE PLANS- (**ONE (1) MUST BE 8X11 FOR OUR FILE COPY**)
- _____ TWO (2) SETS OF STRUCTURAL CALCULATIONS- ONE (1) **MUST BE A STAMPED**
- _____ TWO (2) SET HEAT LOSS CALCULATIONS- ***DESIGN STANDARD – WINTER 0* & SUMMER 98***
- _____ TWO (2) COPIES OF THE RESCHECK REPORTS (**2012 IECC- 4% OR BETTER**)
- _____ TWO (2) COPIES GAS LINE TO APPLIANCE SCHEMATIC- (**INCLUDE MEASUREMENTS**)
- _____ TWO (2) COPIES DRAINAGE PLAN- REQUIRED FOR EVERY LOT (CAN BE ON SITE PLAN)
- _____ ONE (1) COPY- SEPTIC CERTIFICATE, (IF APPLICABLE), MUST HAVE THE APPROVAL CERTIFICATE- DESIGNED, INSPECTED, & APPROVED THROUGH THE UTAH CO. HEALTH DEPT
- _____ LETTER OF APPROVAL DESIGN REVIEW COMMITTEE (IF APPLICABLE)
- _____ OWNER/ BUILDER CERTIFICATION FORM (IF APPLICABLE)
- _____ SWPPP REVIEW FORM THAT HAS BEEN REVIEWED AND SIGNED BY COMPLIANCE OFFICER
- * SOILS OBSERVATION REPORT REQUIRED TO BE ON SITE, **AT THE FOOTING INSPECTION.**
- * A COMPLETE SET OF STAMPED TRUSS SPECIFICATIONS OR A STAMPED LETTER FROM THE ENGINEER FOR YOUR PLANS STATING THE TRUSS PACKAGE SHOWN ON YOUR PLANS IS ADEQUATE FOR THE STRUCTURE **MUST BE ON SITE AT 4WAY.**
- *OBTAIN AND MAINTAIN A VALID SWPPP NOI PERMIT FROM THE STATE OF UTAH
- *BLOWER DOOR TEST WILL BE REQUIRED AT FINAL

Please Note: we cannot accept checks in payment for permits or deposits if they have a “lien release” of any kind, printed on it.