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.