



**BUILDING DEPARTMENT**  
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## 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 **(2021 IECC- 5% 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.**