



## Residential Plan Review- Additions, Remodels, Basement Finishes and Accessory Structures Checklist

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Please refer to the attached building permit process flowchart for information on the steps required to obtain an approved building permit.

Prior to demolishing any part of any structure for new construction, remodels, or additions contact the Utah Division of Air Quality at 801-535-4000 or at [www.airquality.utah.gov](http://www.airquality.utah.gov) for asbestos removal.  
**(Required)**

Below is a list of information that is required to be submitted with building plans in order for City staff to process the request. If any of the required information is not submitted, the plans will be considered incomplete and will not be accepted.

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Fees: Fees are based upon the valuation of the building. Other fees will be assessed before the permit can be issued. **The Plan Review Fee must be paid at the time of submittal.**

Staff will review the plans and check the boxes if the information has been included. As part of the application, please provide the following:

### 1. Drawings

- A compact disk (.pdf format) and two (2) sets of plans (8.5" x 11" to 24" x 36") drawn to architectural scale that show:
  - An accurate site plan of the property showing all proposed additions or accessory structures to be constructed, drawn to the standards shown on the attached handout
  - An accurate floor plan of the home on the property or the accessory structure to be constructed (applicable to remodels, basement finishes, and additions), showing all existing uses and proposed additions and/or changes, drawn to the standards shown on the attached handout
  - Four elevations of the building. The elevations must show the height of the building from:
    - top back of curb to the top of foundation
    - the top of the foundation to the peak of the highest point of the roof (Max 35' combined)
  - Accurate front, rear, and side setback measurements shown for the home and accessory buildings

### 2. Supplementary Information

- Applicant's name, address, telephone number, and e-mail address
- Recorded** subdivision name, plat, and lot number
- City-approved job site address
- Property tax identification number of the lot
- Confirm the recorded lot matches the dimensions on the site plan of the home
- Energy Conservation Code compliance (RES Check), where applicable

### 3. Standards/Information to Consider

- If the home has a walk-out basement, check to make sure this won't affect the maximum 35' height restriction
- If the plans show more than one kitchen in the home, the owner must sign and have notarized the required Occupancy Restriction (second kitchen agreement) provided by staff
- Adequate covered parking as per ordinance

- At least 20 feet of back up area measured from the front of the garage door to the sidewalk  
-A side loading garage must have at least 24 feet of back up area measured from the front of the garage door to the side property line
- The interior width and length of all garages must be a minimum of 20 feet
- The main floor of the home must meet the minimum square foot area for the zone
- Interior connection to any new addition

If the applicant wishes to contact representatives of Building Inspection, the following staff members will assist where possible.

<u>Staff Member</u>	<u>Title</u>	<u>Telephone</u>	<u>Fax</u>	<u>Email</u>
Skip Tandy	Plan Examiner	852-6411	852-7411	<a href="mailto:standy@provo.utah.gov">standy@provo.utah.gov</a>
Brent Taylor	Building Inspector	852-6452	852-6417	<a href="mailto:btaylor@provo.utah.gov">btaylor@provo.utah.gov</a>
Dan Stubbs	Chief Building Official	852-6459	852-7411	<a href="mailto:dstubbs@provo.utah.gov">dstubbs@provo.utah.gov</a>