



Residential Plan Review Checklist

Before plans may be submitted, please contact Scot Allen at (801) 852-6721 for drainage approval. Also, prior to demolishing any part of any structure for new construction, remodels, or additions, please contact the Utah Division of Air Quality at (801) 535-4000 or at www.airquality.utah.gov for asbestos removal.

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.

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. Site Plan

- A compact disk (.pdf format) and two (2) sets of plans (8.5" x 11" to 11" x 17") drawn to engineers scale that show:
 - Lot and dimensions
 - Setbacks from property lines
 - The street and sidewalks
 - All hard surface drives and parking
 - Grading (minimum 2% from house) and storm water runoff
 - 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 (County Recorder's Office)
 - Accurate front, rear, and side setback measurements shown for the home and accessory buildings
 - Parking to be provided on property

2. House Plan

- A compact disk (.pdf format) and two (2) sets of plans (minimum 24" x 36") drawn to 1/4" scale (minimum 1/8" letters) that show:
 - Building Plans: separated into folders labeled Architectural, Civil, Electrical, Mechanical, and Plumbing
 - 4 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)
 - Foundation plan layout include hold-down locations
 - Complete, continuous wall sections - footing to roof - including all levels. No multiple choice sheets
 - The electrical plan includes panel, amp size and location, smoke & CO detectors, and location of GFCI's
 - Stair sections showing riser heights, treads, handrails, and guard rails
 - Gas piping schematics provided for sizing, lengths, and BTU's at service outlets from the meter at time of 4-Way inspection--(Affix to furnace)
 - Large home/extensive beams require engineering calcs. and the truss package. Beam sizes

must be noted on the floor plan

3. Supplementary Information

- Two accurate lot grading profiles, one in each direction of the house
- Energy Conservation Code compliance (RES Check)
- Sign the Owner/Builder Certificate if needed

4. Information need for Sensitive Lands/Hillside Areas/High Water Table (8.5 X11 site plan)

- Grading Plans indicate existing and proposed contours, cross section of the land and house for water runoff control. Note location of any retaining walls and their engineered design. (A soils report, is required with engineering for the home, showing it meets the soils report classification). All calculations shall be detailed on the plans, for seismic qualification, shear, uplift, wind load, beam sizes, metal.
- A final approval in writing from the soils engineer stating that all necessary conditions of approval have been met. A geological Hold Harmless Agreement must be completed, signed, and notarized as part of the building permit process. *The soils report, engineering & plans must agree.*
- High water table areas: If you intend to have a basement, you must include an engineered stamped floor proofing design together with a notarized Hold Harmless Agreement. See staff for clarification regarding where high water table areas are located.

5. Information to Consider

- Confirm that the recorded lot matches the site plan of the home
- If the home has a walk-out basement, check to make sure it won't affect the maximum 35' height restriction
- If the plans show more than one kitchen, 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

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	Plans Examiner	852-6411	852-7411	standy@provo.utah.gov
Brent Taylor	Building Inspector	852-6452	852-6417	btaylor@provo.utah.gov
Dan Stubbs	Chief Building Official	852-6459	852-7411	dstubbs@provo.utah.gov