



RESIDENTIAL ADDITION PLAN SUBMISSION REQUIREMENTS

For a complete plan check, this submittal process must be followed

1. Complete online **permit application form** in the Building Services Online Portal. If this is your first time working with Draper, you will need to [create an account](#).
2. Please include with this online application submission.
 - a) Drawings in **unlocked** electronic PDF format. (See drawing requirements below).
 - b) The applicable Contractor's name as a contact OR If you are an owner-builder, be sure to complete the [Owner-Builder Certification](#) and include a signed copy with your permit application.
 - c) The property owner's name as a contact.
 - d) IF the proposed project requires concrete trucks, or construction equipment to cross over existing public curb, gutter, or sidewalk, please provide a completed [Public Improvement Bond Agreement](#). A \$2,500.00 cash bond is required to be deposited with the City prior to issuing the permit.
3. Pay \$100.00 **application fee**. This fee will be invoiced 24-48 hours after the permit is submitted and will be available on the portal. **This invoice must be paid before your permit review can start.** After the permit review is done, we'll let you know with an email that the permit is ready to be issued once the rest of the fees are paid. The permit fees left will vary based on the project.
4. Additional information may be required to be attached, as instructed during the online application process.

Drawing Requirements

All submitted drawings must be properly formatted, in **unlocked** electronic PDF format, with consecutively numbered pages, inclusive within one PDF file (not individual pages). All drawings **must** be drawn to scale. All projects must be designed per the currently adopted, applicable Codes (IRC, IBC, and NEC.)

Please provide the following, as applicable, ***in electronic format only.***

1. **A Site Plan** showing the location of the proposed addition on the property. Additionally, the site plan must:
 - a) Show the locations of existing buildings, fences, retaining walls, and easements.
 - b) Show the proposed addition fully dimensioned, detailing the size of the addition.
 - c) Provide dimensioned distances from the proposed addition to property lines and adjacent structures.
2. **Complete Building Plans.** Please provide Architectural, Structural, Electrical, Mechanical, and Plumbing plans as needed for the proposed project. If engineered elements are included, then plans must be wet-stamped, signed and dated in a discernable color by a qualified design professional licensed in the State of Utah. Electronic stamps and signatures are acceptable provided the drawings remain unlocked. Additionally, include in the plans the following Information, as appropriate.
 - a) Area (square footage) of the proposed addition and any existing areas affected by the addition.
 - b) Dimension and label the use of all rooms. Clearly identify which areas are existing and which areas are

to be changed as part of the addition.

- c) Provide a building cross section. Show location and heights of ceiling, fur-downs, and soffits. Surface mounted-lighting or other projections cannot encroach into the required minimum height of 7 feet.
- d) Show the locations, sizes of doors and windows – both existing and proposed in the addition area.
- e) Specify window types (*i.e. casement, slider, single hung, fixed*).
- f) Identify emergency egress from bedrooms and basement areas affected by this addition area.
- g) Provide a REScheck or other energy compliance package that specifies the thickness and type of insulation to be used in the walls and roof. Walls between heated and unheated areas must be insulated. Provide manual J&D calculations as part of the energy compliance package. Submit of all equipment specifications (furnace, coil, humidifiers, condensers, etc.)
- h) Show the location of electrical panels – existing or proposed that are part of, or affected by, this accessory structure. Panels cannot be in closets or bathrooms.
- i) Show the location of all smoke and CO detectors affected by this addition.
- j) IF affected by this addition, show the location of mechanical room and combustion air ducts – include length and diameter of ducts.
- k) IF a bathroom is proposed, provide an exhaust fan vented to the outside, or a window with at least 1.5 square feet of openable area.
- l) Tamper-resistant receptacles are required in the proposed new construction.

3. **A Framing Plan** showing:

- a) Floor joist size and spacing, and lumber type and grade.
- b) Beam size, type, and locations.
- c) Post size, locations, and connections to beams and footings or foundations.
- d) Footing size, depth, reinforcement and locations.
- e) Deck connection to house and flashing requirements.
- f) Stair, landing, handrail details, and guardrail connection details and requirements.

4. If any structural changes are made to existing construction, provide stamped **engineering drawings and calculations**, including adequate framing plans and structural details.