



## PLAN SUBMISSION REQUIREMENTS – ADDITIONS

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE PLAN CHECK:

1. Pay \$100.00 application fee. The balance of the permit will be paid at the time the permit is issued. *(A permit fee calculator is available for download online)*
2. A Public Improvement bond in the amount of \$2500.00 (if applicable) is required to be posted with the city prior to the issuance of a permit.
3. Complete permit application form completely. Be sure to include:
  - a) Owner. *(If owner-builder, complete "Owner-Builder" form.)*
  - b) Building address.
  - c) General Contractor's name, address, license number & phone number.
  - d) Current copies of contractor license, business license as required by Utah Division of Occupational & Professional Licensing.
4. Submit in electronic PDF format the site plan showing the location of the structure on the property. The site plan must:
  - a) Be drawn to scale.
  - b) Show locations of any existing buildings.
  - c) Dimension distances from proposed structure to property lines and adjacent structures.
  - d) Show locations of any easements.
5. Submit in electronic PDF format plans which should be drawn to scale and should include:
  - a) Existing/proposed floor plans *(1 each per set, if necessary)* showing:
    - 1) Proposed use for each room
    - 2) Existing/proposed location and size of windows and doors.
    - 3) Any proposed electrical.
  - b) Existing/proposed framing plans *(1 each per set, if necessary)* showing:
    - 1) Existing/proposed structural members
    - 2) Existing/proposed header sizes at openings.
    - 3) Detail connections to existing house. *(Roof, walls, floors, etc.)*
    - 4) Wall and roof size framing, member size and spacing.
    - 5) Wall and roof sheath thickness, type and nailing schedule.
    - 6) Footing and foundation with required reinforcement shown.
    - 7) Treated or redwood sill plate w/anchor bolt size and spacing shown.
    - 8) Solid blocking between trusses and hurricane ties at 48" o/c.
  - c) Cross section with all applicable information shown:
    - 1) Roof and wall covering material and underlayment.
    - 2) Height of walls.
    - 3) Exterior wall & ceiling insulation R-values and window U-values.
    - 4) Attic ventilation, if required.
    - 5) Attic access.
    - 6) Smoke & CO detectors.
    - 7) Additional items as deemed necessary by the plans examiner.
5. Submit in electronic PDF format engineering calculations, stamped & signed by the engineer. Lateral analysis of the existing structure may be required depending on the extent of the alterations made to the existing structure. All plans submitted electronically shall be inclusive within one PDF file and not individual pages.