



Jintah County Building, Planning & Zoning

152 E. 100 N. Vernal, UT 84078

Office: (435) 781-5336 / Fax: (435) 781-5352

Commercial Building Permit Application Checklist

This is a list of items that may be necessary to obtain a Commercial Building Permit. You must have these items checked before a Building Permit will be issued. Please allow us a minimum of 10 working days for processing a completed permit.

If you require approvals for a Conditional Use Permit (CUP), you will need to contact the Planning Dept. and apply for the appropriate application.

****** Incomplete applications will not be accepted ******

- PROOF OF OWNERSHIP DEMONSTRATED**
An accurate, recorded Property Tax ID number is required to verify ownership of the property on which you plan to build; it may be found on your tax notice or on a plat map obtained from the Recorder's office. If you are not the owner of the property site, a notarized lease agreement or owner affidavit is required.
- SITE PLAN**
Your site plan must have County Planning Commission approval before applying for a Building Permit. A copy of the approved setbacks (all four sides) must be included with your application.
- FIRE MARSHAL APPROVAL**
The Fire Marshal requires a 24'x36' set of architect and engineers stamped plan for his review. We will not release a permit without his approval of your plans. You may contact the Fire Marshal Jeremy Raymond at 435-781-6756
- APPLICATION**
This must be filled out completely. All the applicable contractor information, including license numbers & signatures, must be on the application. A licensed contractor is required for commercial work. (No owner-building is allowed.) Please note there is a plan check fee required at time of submittal; **use of a credit card carries an extra fee.**
- PLAN CHECK**
The Building Official requires two sets of 24'x36' plans to scale **wet-stamped by a Utah State licensed architect and engineer.** After approval of your plans, one copy will remain in our office and the other will be returned to you to place on the building-site.
- WATER LETTER**
You will need to obtain a letter from a local water company stating that you have water & sewer *available* to you. **This letter must also state the distance to the closest fire hydrant.** Prior to the issuance of a Certificate of Occupancy you must show **proof of Water & Sewer connection.**

Ashley Valley Sewer & Water Distr. 1344 W. Hwy 40, Vernal	(789-9400)
Maeser Water Distr. 1063 N. 2500 W., Vernal	(789-2353)
Jensen Water Distr. 5950 S. 8500 E., Jensen	(789-2781)
Tridell / Lapoint Water Distr., Tridell	(247-2475)
Ute Tribe Water Distr., Ft. Duchesne	(725-0005)

If you are digging a well to use for culinary water use, you will have to obtain a well permit from the Division of Water Rights. An approval letter from Environmental Health is required prior to receiving a Certificate of Occupancy from our office.

- SEPTIC**
If you do not have sewer available, you will need to contact Environmental Health to make arrangements to have the site checked for a septic system. We need a clearance letter for the listed property stating that you have had either the existing septic system checked or a new system approved to be put in. Prior to receiving your Certificate of Occupancy you will need to provide an **operating** approval letter from Environmental Health as well. They can be reached @ 435-247-1160.



Uintah County Site Plan Checklist for Commercial/Industrial Plans

Owner / Developer _____ Date _____
Contact Person _____ Phone _____
Property Address _____ Parcel Number _____
Mailing Address _____ Zone _____
Proposed Use of Property _____

For Office Use Only

Fee \$200.00 Date Paid _____ Receipt # _____ Plans Submitted: Yes No

REQUIRED ITEMS

To be shown on the site plan

- Site Plan must be prepared by a licensed professional and meet the Design Ordinance (attached).
- Site Plan drawn to scale.
- Dimensions and orientation of parcel.
- Location of buildings and structures, existing and proposed.
- Front (side facing street) elevation.
- Location and layout of off-street parking and loading facilities.
- Location and size of points of entries and exits to property.
- Location of walls and fences, including height and construction materials.
- Height of existing and proposed buildings.
- Proposed use of structures shown on the plot plan.
- Location of existing and proposed lighting devices (lighting plan).
- Location of any existing utility lines and easements.
- Location of all easements that may affect the property.
- Landscaping plan and open space (with required amount of landscaping).
- Location and size of any on-site signs.
- Storm water run-off calculations (100 year flood).
- Storm water retention (100 year flood).
- Access road dimensions and surface type.
- Location of fire hydrants.
- [FAA Federal Aviation Administration](#)

Chapter 17.128 - COMMERCIAL, INDUSTRIAL, AND APARTMENT BUILDING DESIGN REGULATIONS

17.128.010 - Objectives and characteristics of regulations.

- A. The commercial, industrial, and apartment building design regulations have been established for the primary purpose of ensuring that future urban form and development enhances Uintah County. The regulations provide prospective developers with a clear statement of the design goals and objectives and development requirements for apartment, commercial/retail and industrial developments.
- B. In order to accomplish the objectives and purposes of this title, and to stabilize and protect the essential characteristics of apartments and the commercial and industrial zones, the regulations set out in this chapter shall apply to all apartment buildings and commercial, retail and industrial buildings.
- C. These guidelines address the visual image of all buildings within commercial and industrial developments. The prominence and location of buildings along major roads should encourage architectural design which is highly visible and innovative. Building envelopes that are well proportioned and aesthetically interesting on all visible sides are encouraged.

17.128.020 - Dumpsters and garbage collection systems.

All dumpsters and other garbage collection systems shall be in an enclosed, sight-obscuring, fenced area that is a minimum of six feet tall.

17.128.030 - Access to parking areas.

All accesses to any commercial, industrial or apartment buildings shall be asphalt or concrete, and must be connected to both a public or approved private street and to the required parking area.

17.128.040 - Lighting plan.

All applications shall include a lighting plan. The lighting plan shall be designed to:

1. Discourage crime;
2. Enhance the safety of the project;
3. Prevent glare onto adjacent properties and into the sky;
4. Enhance the appearance and design of the project.

17.128.050 - Landscaping guidelines.

- A. All landscaping designs must be approved by the county planning commission.

- B. Landscaping in accordance with the approved plan shall be installed or bonded for prior to obtaining a certificate of occupancy for the building. Erosion control must be undertaken when seasonal conditions do not permit immediate planting.
- C. Each owner shall regularly maintain all landscaped areas of their property, keeping them in a neat and orderly condition, including the replacement of dead and unhealthy plant materials.

17.128.060 - Design review.

- A. Application Deadline. The deadline for turning in a site plan is one week prior to the next planning commission meeting.
- B. Application Fee. A nonrefundable application fee of two hundred dollars (\$200.00) must accompany each submittal.

17.128.070 - Design review requirements.

The planning office and planning commission are responsible for reviewing plans for all development, including construction of any type, landscaping, lighting, signage and deed restrictions. All plans shall be reviewed by the planning commission to determine their compliance with the covenants and county code.

17.128.080 - Related ordinances.

The following chapters of the Uintah County Code apply to all commercial, industrial, and apartment buildings constructed within Uintah County:

- A. Fencing and Screening. See Fence Regulation [Section 17.116.070](#)
- B. Signs. See Sign Regulation [Chapter 17.100](#)
- C. Parking. See Parking Regulations [Chapter 17.96](#)

17.128.090 - Additional requirements.

When an industrial business is located on property that has frontage on a state or federal highway a screening plan must be approved by the planning commission. The screening must obstruct the view of the industrial business from the highway. Some examples of screening that could be used include:

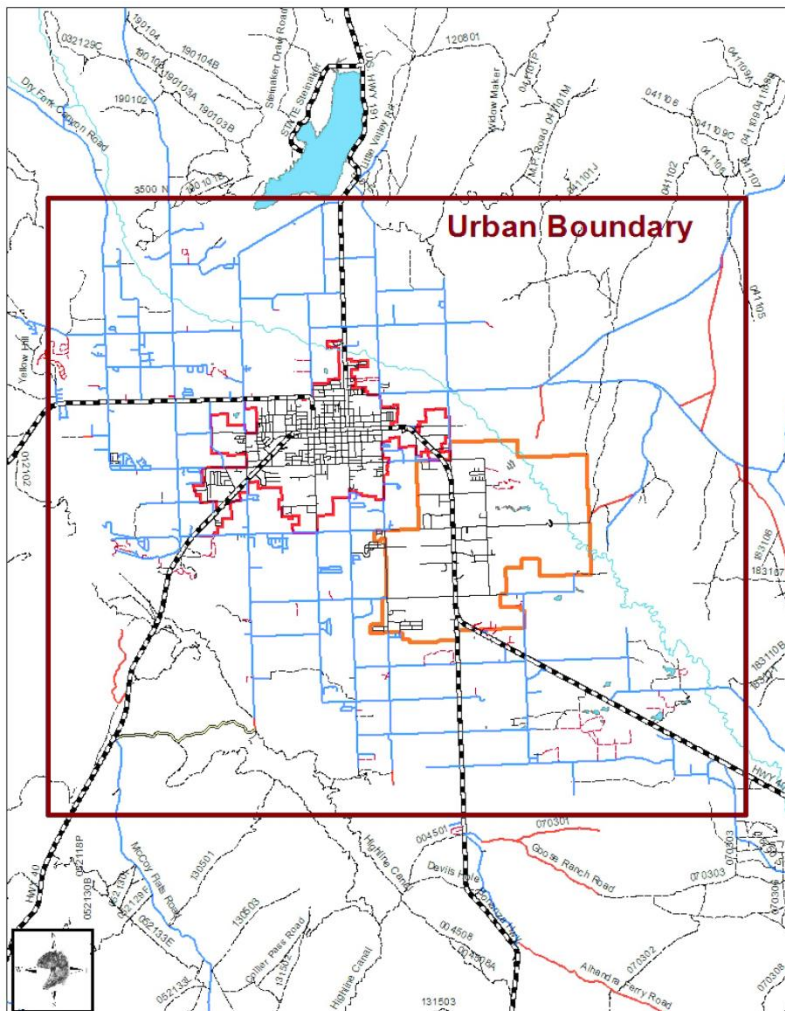
1. Trees.
2. Other types of tall vegetation.
3. Landscaped berms, etc.

17.128.100 - Buildings located within the urban boundary.

When a commercial, industrial or apartment building is located along a State or Federal Highway, Main Street or Aggie Boulevard within the "Urban Boundary" (see map in Appendix A) the following regulations will also be required:

- A. All facades facing public or private streets shall be constructed of high quality materials including the following:
 - 1. Masonry, including stone, brick, terra cotta, architectural pre-cast concrete, cast stone, prefabricated brick panels and stucco, glass and glass block, and or wood products.
 - 2. Up to forty (40) percent may be of another type of material that is integrated into the architectural design;
- B. Any side of a building facing any adjoining residence shall be aesthetically-enhanced with materials to match the front of the building;
- C. All required parking and/or customer parking areas shall be asphalt or concrete.
- D. A minimum of ten percent of all property must be landscaped. All areas not paved, used as parking or built upon must be landscaped and, where necessary, irrigated. Forty (40) percent of total landscape requirement must be vegetation. Use of water conserving trees, shrubs, and groundcovers are recommended.

Appendix - A



**APPLICATION FOR
PLAN EXAMINATION AND
BUILDING PERMIT**

NAME _____

STREET _____

I. LOCATION OF BUILDING	OWNER _____
	APPLICANT _____ PHONE _____
	BUILDING ADDRESS _____ ZONING DISTRICT _____
	MAILING ADDRESS _____ LOT# _____
	SUBDIVISION _____ (NO) _____ LOT _____ (STREET) _____ (CITY) _____ (STATE) _____ (ZIPCODE) _____
GPS COORDINATES _____	

II. TYPE AND COST OF BUILDING - All applicants complete Parts A- D

<p>A. TYPE OF IMPROVEMENT</p> <p>1. <input type="checkbox"/> New building / Structure</p> <p>2. <input type="checkbox"/> Addition</p> <p>3. <input type="checkbox"/> Remodel</p> <p>4. <input type="checkbox"/> Repair, replacement</p> <p>5. <input type="checkbox"/> Demo</p> <p>6. <input type="checkbox"/> Electrical / Mechanical</p> <p>7. <input type="checkbox"/> Manufactured Home on private lot</p> <p>8. <input type="checkbox"/> Manufactured Home in park</p> <p>9. <input type="checkbox"/> Moving (Relocating)</p> <p>10. <input type="checkbox"/> Other: _____</p>	<p>D. PROPOSED USE - For "Wrecking" check most recent use</p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <p>Residential</p> <p>11. <input type="checkbox"/> One family/Town home</p> <p>12. <input type="checkbox"/> Duplex</p> <p>13. <input type="checkbox"/> 3 or more units - Enter number of units _____</p> <p>14. <input type="checkbox"/> Transient hotel, motel or dormitory - Enter number of units _____</p> <p>15. <input type="checkbox"/> Garage/Outbuilding</p> <p>16. <input type="checkbox"/> Carport</p> <p>17. <input type="checkbox"/> Other - Specify _____</p> </td> <td style="width:50%; vertical-align: top;"> <p>Commercial Describe below*</p> <p>18. <input type="checkbox"/> Amusement, recreational</p> <p>19. <input type="checkbox"/> Church, other religious</p> <p>20. <input type="checkbox"/> Industrial</p> <p>21. <input type="checkbox"/> Parking garage</p> <p>22. <input type="checkbox"/> Service station, repair garage</p> <p>23. <input type="checkbox"/> Hospital, institution</p> <p>24. <input type="checkbox"/> Office, bank, professional</p> <p>25. <input type="checkbox"/> Public Utility</p> <p>26. <input type="checkbox"/> School, Library, other educational</p> <p>27. <input type="checkbox"/> Stores, mercantile</p> <p>28. <input type="checkbox"/> Tanks, towers</p> <p>29. <input type="checkbox"/> Other - Specify _____</p> <p>30. <input type="checkbox"/> Pipelines/Dams</p> </td> </tr> </table>	<p>Residential</p> <p>11. <input type="checkbox"/> One family/Town home</p> <p>12. <input type="checkbox"/> Duplex</p> <p>13. <input type="checkbox"/> 3 or more units - Enter number of units _____</p> <p>14. <input type="checkbox"/> Transient hotel, motel or dormitory - Enter number of units _____</p> <p>15. <input type="checkbox"/> Garage/Outbuilding</p> <p>16. <input type="checkbox"/> Carport</p> <p>17. <input type="checkbox"/> Other - Specify _____</p>	<p>Commercial Describe below*</p> <p>18. <input type="checkbox"/> Amusement, recreational</p> <p>19. <input type="checkbox"/> Church, other religious</p> <p>20. <input type="checkbox"/> Industrial</p> <p>21. <input type="checkbox"/> Parking garage</p> <p>22. <input type="checkbox"/> Service station, repair garage</p> <p>23. <input type="checkbox"/> Hospital, institution</p> <p>24. <input type="checkbox"/> Office, bank, professional</p> <p>25. <input type="checkbox"/> Public Utility</p> <p>26. <input type="checkbox"/> School, Library, other educational</p> <p>27. <input type="checkbox"/> Stores, mercantile</p> <p>28. <input type="checkbox"/> Tanks, towers</p> <p>29. <input type="checkbox"/> Other - Specify _____</p> <p>30. <input type="checkbox"/> Pipelines/Dams</p>
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<p>B. OWNERSHIP</p> <p>31. <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</p> <p>32. <input type="checkbox"/> Public (Federal, State or local government)</p>			
<p>C. COST</p> <p>Value..... \$ _____</p> <p>Cost of construction..... \$ _____</p> <p>OUTSIDE FINISH</p> <p><input type="checkbox"/> Siding</p> <p><input type="checkbox"/> Stucco</p> <p><input type="checkbox"/> Brick</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p>*Commercial & Residential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building, hospital, elementary school, secondary school, college, parochial school, parking garage, department store, rental office building, office building, industrial plant. If use of existing building is being changed, enter proposed use.</p> <p>_____</p> <p>_____</p> <p>_____</p>		

III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others, skip to IV/V

<p>E. PRINCIPLE TYPE OF FRAME</p> <p>33. <input type="checkbox"/> Masonry (wall bearing)</p> <p>34. <input type="checkbox"/> Wood frame</p> <p>35. <input type="checkbox"/> Structural steel</p> <p>36. <input type="checkbox"/> Reinforced concrete</p> <p>37. <input type="checkbox"/> Other - Specify _____</p>	<p>G. TYPE OF SEWAGE DISPOSAL</p> <p>43. <input type="checkbox"/> Public or private company</p> <p>44. <input type="checkbox"/> Private (septic tank, etc.)</p>	<p>J. DIMENSIONS</p> <p>55. Number of stories.....</p> <p>56. Square feet of floor area</p> <p style="padding-left: 20px;">Main floor _____</p> <p style="padding-left: 20px;">2nd floor _____</p> <p style="padding-left: 20px;">Basement Total _____</p> <p style="padding-left: 20px;">Basement Finished _____</p> <p style="padding-left: 20px;">Basement Unfinished _____</p> <p style="padding-left: 20px;">Garage _____</p> <p>57. Total land area, sq.ft./acre.....</p>	
<p>F. PRINCIPLE TYPE OF HEATING FUEL</p> <p>38. <input type="checkbox"/> Natural Gas</p> <p>39. <input type="checkbox"/> Propane</p> <p>40. <input type="checkbox"/> Electricity</p> <p>41. <input type="checkbox"/> Ground Heat</p> <p>42. <input type="checkbox"/> Other - Specify _____</p>	<p>H. TYPE OF WATER SUPPLY</p> <p>45. Water Provider _____</p> <p>46. <input type="checkbox"/> Water Available</p> <p>47. <input type="checkbox"/> Sewer Available</p> <p>48. Fire Hydrant distance _____</p> <p>(If not within 600 feet contact Jeremy Raymond 435-781-6756)</p>	<p>K. NUMBER OF OFF-STREET PARKING SPACES</p> <p>58. Enclosed</p> <p>59. Outdoors</p>	<p>I. TYPE OF MECHANICAL</p> <p>Will there be central air conditioning?</p> <p>49. <input type="checkbox"/> Yes 50. <input type="checkbox"/> No</p> <p>Will there be an elevator?</p> <p>51. <input type="checkbox"/> Yes 52. <input type="checkbox"/> No</p> <p>Is there in floor heat?</p> <p>53. <input type="checkbox"/> Yes 54. <input type="checkbox"/> No</p>
		<p>L. RESIDENTIAL BUILDINGS ONLY</p> <p>60. Number of bedrooms</p> <p>61. Number of bathrooms</p> <p style="padding-left: 100px;">} Full</p> <p style="padding-left: 100px;">} Partial</p>	

IV: GENERAL CONTRACTOR		License #	License Class
Contact			
Mailing Address			
City		State	Zip
Phone #		Fax #	
Contractor Signature		Email Address	
ELECTRICAL CONTRACTOR:			
License #		License Class	Phone
Address		Fax #	
Contractor Signature		Email Address	
PLUMBING CONTRACTOR:			
License #		License Class	Phone
Address		Fax #	
Contractor Signature		Email Address	
MECHANICAL CONTRACTOR:			
License #		License Class	Phone
Address		Fax #	
Contractor Signature		Email Address	
CONCRETE CONTRACTOR:			
License #		License Class	Phone
Address		Fax #	
Contractor Signature		Email Address	
<p>By signing below I understand and agree to the following,</p> <ol style="list-style-type: none"> 1. Deposit amount paid at the time application is made is non refundable but will be credited to final cost of plan check amount. 2. Proposed work is authorized by the owner of record and that I have been authorized by owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. 3. All information listed on this application is true and accurate, to the best of my knowledge and any misrepresentation may result in the denial or revocation of this permit. 4. I hereby agree to provide new information in the event changes are made, including any changes in listed contractors. I shall inform the Community Development Department prior to any work commencing. 5. An approved inspection is required every 180 days from the date of issuance or permit will expire & be null & void. I may enquire with Building Official for any request for extensions. 6. I may apply for a building permit refund up to 90 days after approval date and prior to commencement of work. Maximum refund could be up to 80% of permit fee to be determined by building official. 			
Authorized Signature			Application Date

V. ZONING PLAN - MAIN STRUCTURE - MINIMUM SET BACKS

***please note all front setbacks must be measured from road center or back of curb (not property line) whichever applies ***

Zone	A-1	RA-1	R-1, R-2, R-3	C - 1	1 - 1
Front	56' Center of road 35' Back of Curb	56' Center of road 35' Back of Curb	56' Center of road 30' Back of Curb	56' Center of road 35' Back of Curb	30' Right of way line
Sides	10' from property line	10' from property line	8' from property line	N / A	N / A
Back	10' from property line	10' from property line	See County Code	N / A	N / A

Front for Major Collector Roads 60' from road center rear 10'

VI. SITE OR PLOT PLAN - For Applicant Use (indicate North)

The grid area is intended for the applicant to draw their site or plot plan. A north arrow symbol, consisting of a circle with an 'N' to its right, is positioned in the lower right quadrant of the grid to indicate orientation.

UINTAH COUNTY BUILDING INSPECTIONS

Inspection Request: It shall be the duty of the holder of the permit or their duly authorized agent to notify the Building Department when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by the County. Inspections shall be scheduled a minimum of 24 hours prior to an inspection by calling 435-781-5336. If inspections are not ready or are canceled the day of the scheduled inspection there may be a **\$50.00 Re-inspection Fee** that shall be paid prior to scheduling another inspection.

Approval Required: Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Official or his designee. After the inspection, any portion of the construction that fails to comply with the code shall be corrected and shall not be covered until authorized by the Building Official or his designee.

Certificate of Occupancy: No building or structure shall be used or occupied until the Building Official has issued a Certificate of Occupancy.

Inspections That May Be Required For Your Structure (This list is not exhaustive)

1st Construction Power Inspection

Pedestal or meter base shall be installed with weather proof GFCI outlets in place and ready to be energized.

2nd Footing Inspection

a. All Property corners shall be correctly marked with a lath and ribbon and shall be visible.

b. The building footprint for set backs from property lines shall be taken from the following:

Front – Shall be measured at 90° from back of curb (if no curb, then from the center of road)

Sides – Shall be measured at 90° from the side property lines.

Rear – Shall be measured at 90° from rear property line.

Footing inspection shall be made after excavations for the footing are complete, required forms and all required reinforcing steel are secured in place, and prior to the pouring of concrete.

Reinforcement shall be supported by concrete blocks or suspended by wire ties and tied in place.

3rd Foundation Inspection

Foundation inspection shall be made after required forms and reinforcing steel are secured in place to prevent displacement and prior to the placement of concrete.

***Manufactured homes in parks require a tie down inspection after footing foundation or stand systems are in place and home is set. Double wide homes will include a marriage line lag inspection as well.**

4th Weather-proofing Basement Walls

Weather-proofing shall be applied on the exterior of the foundation wall from top of footing to top of grade.

5th Concrete Slab and Under-floor Inspection

Concrete slab and under-floor inspection shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including sub-floor.

Building Drain shall be tested at five PSI of air or ten foot head of water. The inspector shall visually observe and verify all tests.

Building water shall be tested with 60 PSI of air or working water pressure.

6th Lowest Floor Elevation (flood areas)

In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to future vertical construction, the elevation certification required by Section 612.5 shall be submitted to the Building Official verifying final elevation of the floor.

7th Roof Inspection

Roof decking nailed off with roof underlayment/flashing and ice shield in place, prior to the installation of shingles.

8th Exterior sheeting/ sheer Inspection

Exterior sheeting nailing inspection required prior to covering with any exterior weather barriers or systems

9th Weather barrier, lath or brick flashing Inspection

Stucco requires a lath inspection & brick requires a flashing inspection prior to covering. All other exterior covering require a exterior weather resistive barrier inspection prior to covering.

After the sheeting is inspected an approved weather barrier system must be installed and inspected prior to any placement of exterior finishing, interior insulation or drywall placement. This may be done at the time of the 4-way or prior to.

10th Frame/ 4-way Inspection

Framing inspection shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing tested, heating ducts, gas pipes are tested and approved. Home shall be completely dried in from the weather and all exterior weather barriers installed flashed and sealed per manufactures installation requirements for the products being used.

11th Energy Efficiency Inspections (insulation)

Inspections shall be made to determine compliance with the IRC Chapter 11 and shall include, but not be limited to, inspections for: envelope insulation R and U value, duct system R value, HVAC and water-heating equipment efficiency. A ladder shall be provided for inspection of the attic.

12th Drywall Inspection

Prior to taping of drywall, the nailing/screw pattern shall be verified and approved by the Building Inspector.

13th Final Inspection

The final inspection shall be made after all work required by the Building Permit is completed. You will be required to provide the inspector with a ladder for attic access where applicable.

COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Review your plans and be sure each of the following details has been included. These are the minimum required detail. When each of the items has been verified and initialed below, you are ready to submit your plans to the fire marshal and to the building official for a building permit. Your signature is required at the bottom of this form.

Note: You must initial each item as to verification that the plans and submittal are complete, or "N/A" if they do not apply to you. If items are checked and not included, it will slow the process of approving your permit or result in denial.

___ The building permit application (filled out completely)

___ The building permit checklist (all required documents ready to submit)

PLOT PLAN

___ Footprint of the new building and all other existing buildings in relation to the new building

___ Front setback _____

___ Rear setback _____

___ Side setbacks _____

___ All easements to be shown on the plot plan

___ Accessory building location, if any

___ Fence locations

___ Location of water service, gas service and waste water system to be installed
(You must call Blue Stakes at 811 before any digging is started.)

BUILDING PLANS

Three 24x36 size sets must be drawn to scale with the details listed below. At least one of these sets must be **wet-stamped by a Utah State licensed architect and engineer**. Before the Building Official will issue a building permit, the plans must be stamped by the **Fire Marshal** (who will keep one set). One set will be returned to you when the Building Permit is issued.

___ Type of construction (required) IBC 2012 Chapter 6

___ Occupancy type (required) IBC 2012 Chapter 3

___ Occupancy load (required) IBC 2012 Section 1004

___ Written description of how the building will be used and occupied. Be descriptive.

___ Square footage: each room's footage and building total footage

___ Front elevation

___ Rear elevation

___ Side elevations

- ___ Wall Cross section drawn specifically for the structure. Include detail for each individual wall type.
- ___ Label wall section showing materials to be used, and stud spacing
- ___ Roof covering. Roof detail.
- ___ Footing size, depth and width (must be continuous) minimum 30" below grade for frost protection
- ___ Foundation wall height and width (extend a minimum six inches above grade) minimum 8" wide
- ___ Steel placement and size (for footings and foundation)
- ___ Framing details (Bracing as per IBC)
- ___ Wall covering and details. Interior and exterior
- ___ Roof framing details
- ___ Floor framing details
- ___ Size span and support of all beams and headers
- ___ Exterior finish materials (brick, stone, siding)
- ___ Fire separation, fire wall, fire barrier or any fire resistant construction detail
- ___ Insulation type and R-factor for walls, ceilings, floors and crawl space and U-factor for doors, windows and skylights
- ___ Com Check for the building envelope or equivalent. Software can be downloaded free from www.energycodes.gov

STAIR DETAILS (interior & exterior)

- ___ Rise and run and length of stairs
- ___ Stairway width
- ___ Landing at top and bottom of stairs
- ___ Headroom
- ___ Handrails and guardrails
- ___ Fire blocking detail
- ___ Any required sheetrock on underside detail

FLOOR PLANS

- ___ Layout of main floor with all rooms labeled
- ___ Layout of secondary floors with all rooms labeled
- ___ Egress path from all rooms' furthest point clearly shown. Include future office or storage furnishings and equipment in detail.
- ___ Door sizes and location shown

___ Window sizes and location shown

___ Attic and crawl space access locations labeled and size shown

ELECTRICAL DETAIL (PER NEC 2011)

___ Breaker panel location is indicated

___ Meter location and size is indicated _____ Amps

___ Servicing clearances shown

___ All lights, switches, and receptacles are shown

___ GFCI's are shown

___ Smoke detectors and/or fire alarm locations are shown

___ Any required exit signs or lighting shown

___ Com Check for interior and exterior lighting or equivalent

PLUMBING DETAIL

___ Location of all plumbing fixtures, including stub in under-slab piping

___ Accessibility for bathrooms and other plumbing facilities. Provide details for each.

___ 60" clear turn around in accessible bathrooms

___ Required plumbing facilities per section 2902 of IBC 2012

___ Water heater and drain locations

___ Lateral water line size _____ inches

MECHANICAL DETAIL

___ Design per section 312 of IMC 2012

___ Duct sizing and installation per section 603 IMC 2012

___ Gas pipe design size, length & location

___ Furnace location and size

___ Flue location

___ Other gas appliances to be shown

___ Com Check for Mechanical systems or equivalent

Additional information:

*****Plans will not be reviewed without the applicable information above included.**

My signature below indicates that I HAVE CAREFULLY REVIEWED THE PLANS AND VERIFY THAT ALL ITEMS ABOVE HAVE BEEN INCLUDED AND ARE CORRECT. I understand that any items missing or incomplete will delay the processing of my permit until they are furnished and complete.

Authorized agent

Date