



PLAN SUBMISSION REQUIREMENTS – GARAGES & SHEDS

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 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.
 - e) Sub-contractors' names, license numbers and phone numbers.
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) A floor plan showing:
 - (1) Proposed use for each room
 - (2) Existing/proposed location and size of windows and doors.
 - (3) Any proposed electrical.
 - (4) Braced wall panel locations & lengths.
 - b) A framing plan showing:
 - (1) Wall and roof size framing, member size and spacing.
 - (2) Header sizes at openings.
 - (3) Wall and roof sheath thickness, type and nailing schedule.
 - (4) Footing and foundation with required reinforcement shown.
 - (5) Treated or redwood sill plate w/anchor bolt size and spacing shown.
 - (6) Solid blocking between trusses and hurricane ties at 48" o/c.
 - c) A cross section with all applicable information showing:
 - (1) Roof and wall covering material and underlayment.
 - (2) Height of walls.
 - (3) Exterior wall & ceiling insulation R-values, if applicable.
 - (4) Attic access & attic ventilation, if required.
6. All plans submitted electronically shall be inclusive within one PDF file and not individual pages.
7. Engineering lateral analysis is required for structures having 35' between braced wall lines, wall heights greater than 10 ft, a single room with an area greater than 900 ft² or constructed in an area having a ground snow load greater than 70 psf.