



PLAN SUBMISSION REQUIREMENTS – SINGLE FAMILY DWELLINGS

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

- 1) Pay a \$500.00 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 \$5000.00 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, address & telephone number. (*If owner-builder, complete "Owner-Builder" form.*) *Owner/Builders are required to have a preconstruction meeting with the Building Official prior to permit issuance.*
 - b) Building address, lot & subdivision.
 - 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.
 - f) Structural engineer, license number & telephone number.
- 4) All plans submitted electronically shall be inclusive within one PDF file and not individual pages.
- 5) Electronic PDF format of plans designed per the 2015 IRC which include the following:
 - a) Consecutively numbered pages.
 - b) Foundation plan showing footing locations and sizes, hold down locations and foundation wall information.
 - c) Floor plans showing shearwalls, strap locations and general floor plan information, including window and door sizes.
 - d) Framing plans showing truss/joist layout and supporting beam and column locations.
 - e) Structural details and schedules.
 - f) Elevations showing each side of the structure.
 - g) Cross Sections.
- 6) Geotechnical reports in electronic PDF format and 1 hard copy is required for all natural lots in Suncrest and all undeveloped lots (*lots not located in a subdivision*). These will be sent out for peer review.
- 7) Architectural committee approval stamps from South Mountain I, II & III and Suncrest.
- 8) Structural engineering calculations in electronic PDF format stamped and signed by the engineer.
- 9) 2015 REScheck in electronic PDF format signed & dated, or information showing the structure complies with prescriptive requirements of the code.
- 10) Manual J&D calculations in electronic PDF format for review. Submit electronic copies of all equipment specifications (furnace, coil, humidifiers, condensers, etc.). After approval, 1 set of the Manual J&D calculations must be printed out for the field permit set of plans. Duct schematics must be included with all fittings and duct sizes identified on the schematic.
- 11) Electronic PDF format site plans drawn to scale. See [Site Plan Requirements](#).

