

## BUILDING PERMIT REQUIREMENTS

The applicant must submit the following information to the Community Development Department, 655 North 1250 West. Additional information may be requested after the formal application is received.

1. Permit Application	Application must be completely filled out
2. Plot Plan	Two site plans must be submitted and include: Site address, property boundaries and dimensions, layout of existing and proposed buildings, <u>ALL</u> setbacks, parking, sidewalks, park strips, landscaping, utilities, water meters, uses within one hundred (100) feet of the subject property, final grade elevations of the entire lot, finished foundation elevation, percentage of impervious surfacing on lot, and lot draining at a 2% minimum to the street.
3. Building Plans	Submit two (2) sets of the building plans
4. Energy Designs	Submit two (2) ResCheck (as acceptable to the Building Official), 2006 IECC Prescriptive Manual J Heat Loss Calculations, Duct design, Stucco Listing and Truss Calculations.
5. Engineered plans	Plans must be stamped and signed by a licensed engineer
6. Storm water Permit	Submit completed Residential Storm water Permit for construction activity
7. Fees	Once the Building Permit is approved, all fees must be paid. Building fees are determined by the Building Official. Impact fees and other construction fees may apply to an individual Building Permit. These fees are determined by the department heads after careful calculation and research of the applicants proposed Building Permit, Plot Plan, or other factors

## PROCEDURES FOR BUILDING PERMIT REVIEW

1.	Submit your application and all required documentation to our office, 655 N. 1250 W.
2.	When all required information is submitted, the Building Official will review the plans to determine completeness and compliance with all building regulations.
3.	The building permit will then be forwarded to each department to ensure all applicable requirements have been completed. The planning department will review setback information and if necessary, the City Engineer will review the plans. If there are needed corrections before approval can be granted you will be informed by a member of staff. After the corrections have been addressed and the permit resubmitted, it will continue the review process.
4.	When the permit is approved and fees calculated a member of staff will inform you that your application is ready to be picked up from the Public Works Department, 655 North 1250 West. Please remember The Public Works Building does not accept credit cards and can only take cash or check. After all the fees have been paid, a permit number will be issued and construction may begin.
5.	<b>The building permit will expire after 180 days and have no further force or effect on activity, construction or occupancy authorized by the permit.</b> In addition, the building can not be occupied until the final inspection has been completed, the construction bond has been released and the certificate of occupancy has been issued.