

Building Permit Submittal Requirements

Single Family Homes

(Failure to submit any of the below items may result in rejection or denial)

Provide an electronic copy of all submittal documents. Additionally, provide an application, plus two paper copies of plans @ 1/4" per foot (or legible scale) on 24" x 36" paper.

Email: stevek@utahcounty.gov

New Construction; remodels, and additions

- ☐ Completed Building Permit Application (All fields or N/A when applicable)
- ☐ Documentation of proposed source of culinary water. If proposed source of water is a well, an approved water right from the State of Utah shall be provided, along with an accurate location of the point of diversion and place of use.
- ☐ For New Dwellings only: *A signed and recorded copy of the "Water Rights Declaration, Waiver, and Release with Declaration of Covenants, Conditions, and Restrictions" **Form must be provided prior to the permit being issued.***
- ☐ Health Department Approval for all projects
(Signature on building permit application)
(151 S. University Suite 2600, Provo 851-7525)
- ☐ Public Works Approval (obtain from Public Works Dept.)
For access permits, geo hazard review, land disturbance permit, SWPPP, etc. (as applicable)
(Public Works 2855 S. State, Provo 851-8600)
For access from state roads contact
(UDOT 658 N 1500 W, Orem 227-8000)
- ☐ Site Plan
- ☐ Construction Plans
- ☐ Engineered Plans & Calculations
- ☐ Provide heating and cooling loads, equipment sizing, and duct design based on Manual S, Manual J, Manual D, or other approved and recognized method.
- ☐ Provide a soil investigation by a geotechnical engineer for areas that have a high water table, shifting or expansive soil conditions, compressive soils, and/or the design of the structure uses load bearing values greater than 1500 psf.
- ☐ Provide an energy compliance analysis of the thermal envelope of the home with plans having sufficient detail and information to clearly identify the insulation, u-values, sealing, and other associated characteristics of energy code compliance.
(A RES check is acceptable as part of this submittal)
- ☐ Interior Gas Piping Plan
- ☐ Submittal Fee (will be credited toward calculated plan review fee)
\$300.00 - New Buildings
- ☐ See fire rated construction requirements for wildland-urban interface

Decisions relative to this application are subject to review by the chief executive officer of the municipal or county entity issuing the single-family residential building permit and appeal under the International Residential Code as adopted by the Legislature.