



Items to include when submitting for a Building Permit:

1. Building permit application
2. Plan Check Deposit of \$200 for New Residential; \$500 for Multi-Family and Commercial reviews; and \$100 for additions greater than 200 square feet.
3. Two sets of Building Plans (Drawn to a minimum of 3/16" to 1")
4. Two Copies of Plot Plan or Site Plan (Please show irrigation ditches, if any)
5. Two Copies of Engineering (If required)
6. Two Copies of Truss Details
7. Two Copies of the 2006 RES Check (Model Energy Code Compliance Certificate)
8. Two Copies of the diagram of Gas Lines (size, length and BTU of appliances)
9. Two Copies of the details for Heating Appliance Venting.

Process after submission for a Building Permit:

1. Plans are reviewed on a first come first serve basis.
2. Plan review can take several weeks depending on the current demand.

Requirements when picking up Building Permit:

1. Payment of Permit fees (minus deposit) by Cash or Check made payable to Springville City.
2. Payment of Completion and Performance Bonds or submission of Letter of Credit.
3. Contractor information or an Owner/Builder Certificate, Signed and Notarized.

Things to Know After You Get a Building Permit:

1. A Building Permit expires 180 days (6 months) after being issued, or from the last inspection. If your permit expires, to renew the permit, one-half of the original permit fee will be charged.
2. Inspections are required for footings, foundation, underground plumbing, four-way, drywall, flashing, lath, and final. One re-inspection is allowed for each required inspection and included in the permit fees, after which, any additional inspections require a \$50 re-inspection fee.
3. A minimum 24-hour notice is required when scheduling and/or canceling inspections. You can reach the Building & Inspections Department at 489-2704.
4. The sidewalk, curb, gutter, drive approaches, asphalt, and planter strips are required to be inspected by the Public Works Inspector. You may schedule directly with the Public Works inspectors Dave Andreason at 420-7146 or Paul Curtis at 420-2201. Please look for the following before calling for an inspection on the Final (bond release). 1- No broken concrete, 2- Water meter must be set and water can raised to grade, 3- Street/Gutters must be clean, 4- Grading must be 2% slope for 10ft away from house.
5. Construction plans will be kept for one-year after final occupancy is given. Plans may be picked up within 30-days after the one-year. Plans that are not collected are destroyed. No further notice will be given.
6. The Building and Inspections Department is open Monday-Friday, 8:00 a.m. – 5:00 p.m. The office is closed on all major holidays.