

Accessory Structure Permit Process

Permits will not be accepted as incomplete submissions

Any detached accessory structure that has one or more of the following requires a permit (*structures smaller than 200 square feet do not require a permit, but the setbacks found in the Springville City Development Code must be met.*)

- Structures that are 200 square feet or larger associated with residential
- Multilevel structures
- Any structures that have electrical, plumbing, heating, or cooling

Items to include when submitting for an Accessory Structure Building Permit:

- ___ Completed and signed building permit application.
- ___ Owner information
- ___ Contractor (if applicable)
- ___ Valuation (cost of construction materials and labor)
- ___ Scope of work to be done
- ___ Signature of applicant

Submit electronic copies of the following:

- ___ Site plan
- ___ Construction drawings
- ___ Elevations
- ___ Engineering if needed (calcs and endorsement)
- ___ Truss information (design and layout from manufacturer)
- ___ Electrical, plumbing and mechanical information as needed
- ___ Footing and foundation information
- ___ Framing plan to meet the listed design criteria
- ___ Fire resistive construction for walls if needed for set-back proximity
- ___ Elevations must show finish and natural/existing grade in relation to curb height, finish floor height, retaining walls, flood plains, and fault lines (if applicable). Any and all applicable information related to construction. Building shall be designed to the 2015 IRC (International Residential Code).

Please check with Utah County for Conditions, Covenants, and Restrictions (CC&Rs). The CC&Rs will be enforced by the HOA and not Springville City.

Plans are reviewed on a first come, first served basis for complete submittals and can take several weeks to review depending on the current demand.

Requirements when picking up Building Permit:

1. [Payment of permit fees and bonds \(minus deposit\) by CASH or CHECK ONLY made payable to Springville City.](#)
2. Contractor information or an Owner/Builder Certificate must be signed and notarized.

Things to know after you get a Building Permit:

1. The building permit will expire 180 days (six months) after being issued or from the last inspection. If your permit expires, one-half of the original permit fee will be charged and must be paid for to renew the permit
2. Inspections are required for footings, foundation, temporary power, underground plumbing, sewer lateral, power trench, four-way (framing, rough electrical, rough plumbing, mechanical), gas line, insulation, drywall, flashing, lath, permanent power, drive approach, 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 and Inspections department at 801.489.2704.

By signing below, I confirm that the above required information has been submitted for review.

Signature

Date

