

## Residential Building Permit Process

### Permits will not be accepted as incomplete submissions

#### Items to include when submitting for a building permit:

- Completed and signed building permit application.
- Plan check deposit of \$200 for new single family residential, \$500 for multi-family and \$100 for additions greater than \$15,000 valuation.

#### One (1) COMPLETE set of electronic construction plans submitted in a pdf format which includes:

- Plat or site plan (please show irrigation ditches, utility locations as built, contours for sloping lots and retention if any);
  - Engineering (if required) with wet stamp and calculations;
  - Footing and foundation plan;
  - Floor plan for each floor level;
  - Elevations (showing cross sections with overall height from natural grade);
  - Wall cross section and details;
  - Retaining wall construction if used and endorsement from structural engineer;
  - Plumbing and mechanical layouts;
  - Electrical plans;
  - Energy analysis or envelope description for energy code compliance;
  - Diagram of gas line (size, length and BTU of appliances);
  - Manual D, J and S compliance – static pressure design, specifications;
  - Truss manufacturer's detail sheet (if applicable);
  - Soils geotechnical report indicating allowable bearing pressure, water table depth and requirements for foundation drainage system (slope stabilization required for sloping lots and retaining walls);
  - Owner/Builder Certification form signed and notarized (if applicable);
- \*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).*
1. Building shall be designed to the 2015 IRC (International Residential Code).
  2. Submit plans electronically to [buildingpermits@springville.org](mailto:buildingpermits@springville.org). Submitting plans does not guarantee the start time. All required information must be submitted and the deposit must be secured before plans will be reviewed.

#### Process after submission for a Building Permit

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

#### Requirements when picking up Building Permit

Payment of permit fees and bonds (minus deposit) payable to Springville City by CASH or CHECK ONLY

1. Contractor information or an Owner/Builder Certificate that is signed and notarized.

#### Things to know after you get a Building Permit

1. A building permit expires 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 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. Additional inspections require a \$50 re-inspection fee.
3. Changes from approved plans may require addition plan review fees for review and re-approval time.
4. A 24-hour notice is required when scheduling and/or canceling inspections.
5. Building and Inspections department hours: Monday – Friday, 8 a.m. to 4 p.m. Closed on all major holidays.

By signing below, I confirm all of the above required documents have been submitted and a building permit application has been paid for and submitted for review.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

