



Basement Improvement Permit Checklist

To register with My City Inspector, please visit www.springville.org/permits

Permits will not be accepted as incomplete submissions.

Changing the use of a residential, unfinished basement to a habitable location, adding electrical, plumbing, or heating systems all require application and permitting prior to starting the project. The State of Utah has adopted the International Residential Code for use within our State. To determine compliance with these laws, the following are required when applying for a building permit with Springville City:

Items to include when submitting for a building permit:

- Completed building permit application (available at Springville City offices or online at www.springville.org/permits)
- Electronic copy of construction drawings including:
 - If walk-out is part of the permit, a copy of a site plan showing where the house is located on the property and where the improvements will be placed, include setback measurements. For setback requirements and easement information, please visit www.springville.org/permits or call 801.491.7861.
 - Floor plan of area proposed
 - Label all areas for intended use
 - Engineering for beams replacing bearing walls
 - Show all window and door locations
 - Show location of mechanical room and or equipment
 - Electrical/gas information depending on work to be done
 - Contractor information or owner/builder certificate

Building shall be designed to the 2015 IRC (International Residential Code)

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:

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 (signed and notarized).

Things to know after you obtain a building permit:

1. A building permit expires 180 days (six months) after being issued or from the last inspection. If your permit expires, payment of half of the original permit fee will be charged to renew the permit.
2. Inspections are required for footings (if needed), underground plumbing, four-way (framing, rough electrical, rough plumbing, mechanical), gas line, insulation, drywall and final. One re-inspection is allowed for each required inspection and is included in the permit fees, any additional inspections require a \$50 re-inspection fee.
3. A minimum 24-hour notice is required when scheduling or canceling inspections. Please request inspections through My City Inspector. Please contact the Building Division at 801.489.2704 to schedule an inspection.



