

## Residential Building Permit Checklist

To register with My City Inspector, please visit [www.springville.org/permits](http://www.springville.org/permits)

### Permits will not be accepted as incomplete submissions.

In the 2018 Legislative Session several items were changed that regulate the time frame of reviewing building permits and what items can be submitted as part of the building permit application process. This change requires a few pre-approvals prior to submission for building permits.

Springville City's Planning and Zoning and Storm Water departments will be required to review and approve your plans through My City Inspector before the Building department will receive and review your project. Payment of required fees must also be received before the application and plans will be reviewed.

If you have any questions regarding this form, please call the Building Division at 801.489.2704.

### 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, water meter and PI location (cannot be located in the driveway), 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).*

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

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

### 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. Please request inspections through My City Inspector.
5. A 24-hour notice is required when scheduling and/or canceling inspections.
6. Building and Inspections department hours: Monday – Friday, 8 a.m. to 4 p.m.  
Closed on all major holidays.

