



Building Services
slcpermits.com
801-535-7155
451 S. State St., Room 215 Salt Lake City, UT

Office Use Only

Updated 5/2026

BLD #

Received by

Type of Construction:

New Construction
Interior Remodel
Addition
Accessory
Structure Other

Residential - One or Two-Family (IRC) Login Checklist

Property address:

Project description:

Contact Name:

Phone:

Email:

The below list represents a complete permit application per state Section 46, Section 10-20-909(12). Please make sure to submit all the following documentation. Not providing all required documentation for pre-screening may result in a delay in permit acceptance.

Provide a site plan with the following details and descriptions:

- A. Draw to scale
- B. Shows an arrow pointing North
- C. Shows lot size and dimensions of structures
- D. Setbacks and overhang setbacks
- E. Easements and property lines
- F. topographical details, if the slope of the lot is greater than 10%
- G. Retaining walls
- H. Hard surface areas, such as driveway(s), walkway(s), and patio(s)
- I. Curb and gutter elevations as indicated in the subdivision documents
- J. Existing and proposed utilities, including water, sewer, and subsurface drainage facilities
- K. Street names
- L. Defensible space provisions and elevations, if required by the Utah Wildland Urban Interface Code adopted under Section 15A-2-103
- M. The location of the nearest fire hydrant

Provide construction plans and drawings including and showing:

- A. Elevations, only if the construction project is new construction
- B. Floor plans for each level, including the location and size of doors, windows, and egress
- C. Foundation, structural, and framing detail
- D. Electrical, mechanical, and plumbing design
- E. A licensed architect's or structural engineer's stamp, when required by law
- F. Fire suppression details, when required by fire code
- G. Documentation of energy code compliance
- H. Structural calculations, except for trusses
- I. A Geotechnical report, including a slope stability evaluation and retaining wall design if:
 - 1. The slope of the lot is greater than 15%
 - 2. Required by the city.
- J. A statement indicating that before land disturbance occurs on the subject property, the applicant will obtain a storm water permit; and during actual construction, the applicant shall comply with applicable local ordinances and building codes.. (Code analysis) Section 46, Section 10-20-909(12)
- K. The total square footage for each building level or finished, garage, and unfinished space