



BLD #	Received by
Date	Valuation

Residential-IRC Login Checklist for State of Utah Linear Review Process

Type of Construction:

Property address:	
Project description:	
Contact Name:	
Owner Name:	
Phone:	Email:

- New Construction
- Interior Remodel
- Addition
- Accessory Structure
- Accessory Dwelling

In order to opt in for plan review processes described in [HB1003](#), complete the checklist and provide signatures from both the design professional taking responsibility for this project and the property owner. All items listed on this checklist must be provided and a signed process agreement must be provided at application and plan review pre-screening.

N/A OK [Comments](#)

SUBMISSION REQUIREMENTS

- 1 Sheet Index:** Refer to Instructions on ProjectDox Invitation
- 2 Cover Page:** Required for Certificate of Occupancy
 - a. Project Address
 - b. Code Analysis: Reference to 2015 International Residential Code w/ Adopted State Amendments and Current SLC Zoning Ordinance Title 21A with a statement indicating that actual construction will comply with applicable local ordinances and building codes
 - c. Name and contact information for design professionals, project contacts, and general contractor
 - d. Cover page shall be stamped and sealed by the design professional
 - e. Table of Contents
 - f. Project description including existing and proposed use
 - g. Project Information
 - i. Existing and Proposed Square Footage
 - ii. Front Yard Averaging (when required by zone)
- 3 Site Plan and Civil Requirements:** Provide a fully dimensioned site plan (in accordance with Chapter 21A.58.060 of the Municipal Code) drawn to scale. See [Site Plan Example](#). Site Plan to Include:
 - a. A North Arrow and Legend
 - b. Lot Size and Dimensions
 - c. Setbacks and Overhangs for Setbacks
 - d. Easements
 - e. Property Lines
 - f. Topographical Details (if slope of the lot is greater than 10%)
 - g. All Hard Surface and Parking Areas
 - h. Structures: Primary Structure, ADUs, Garages, Sheds, Carport, Decks, Etc
 - i. Curb and Gutter Elevations as Indicated in the Subdivision
 - j. Retaining Walls and Fencing
 - k. All Utilities, Including but not limited to Electrical Meters and Power Poles, Gas Line and Meter, Water Line and Meter, and Sewer Lateral Location. Provide appropriate sizing information.
 - l. Street Names
 - m. Driveway and Alley Locations
 - n. Location of the Nearest Fire Hydrant
 - o. Other notable features including Flood Plain, Fault Lines, and Water Features
 - p. Grade Changes Over 2'
 - q. Park Strip Trees and Landscaping Features

& Architectural Drawings

All Architectural Drawing and Documents prepared by an Architect must be Stamped and Sealed when cęcg[ęV]k'Si

- a. Elevation drawings (New construction, Additions, and Grade Changes)
- b. Floor Plans for Each Level to Include Wall Details and Interior Elevations
- c. Footing and Foundation Design and Details
- d. Framing Design and and Details
- e. Window and Door Location and Details
- f. Electrical - Provide Complete Load Calculations and Indicate on the plans, the number/placement of fixtures / outlets that exist and that are being proposed.
- g. Mechanical- Provide gas schematic, showing equipment specifications including operating weight. Indicate the number/placement of fixtures that exist and that are being proposed.
- h. Plumbing: Provide complete plans showing all water, waste, vent and fuel gas design. Indicate on the plans, the number/placement of plumbing fixtures that exist and that are being proposed.

5 Structural Requirements

All Structural Drawing and Documents prepared by a Structural Engineer must be Stamped and Sealed

- a. Structural Construction Drawings and Details
 - i. Footing size and bar placement
 - ii. Foundation thickness and bar placement
 - iii. Beam and header sizes
 - iv. Nailing patterns
 - v. Bearing points
 - vi. Structural member size and span
 - vii. Sheathing
- b. Structural Calculations Except for Trusses
- c. Special Inspections (if applicable)
- d. Structural Analysis (if applicable)
- e. Geotechnical Report (if applicable)

6 Additional Documentation for Permit Approval

- a. Address Certificate (New Construction Only)
- b. Impact Fee Worksheet (New Construction and ADU's)
- c. Urban Forestry Permit (if applicable)
- d. Planning Approvals (If applicable)
- e. Documentation of Energy Code Compliance

HB1003 State of Utah Mandated Plan Review Process and Agreement

1. Legislation requires that any project opting for this process must be designed by a licensed architect or engineer and/or both when required by law. All construction drawings and documents designed by a licensed professional shall be signed and sealed by the appropriate design professional.
2. In order to be considered for this review process, the checklist, signed agreement, and all documents listed on the checklist must be provided for pre-screening by electronic means through [ProjectDox](#). Any project that is deemed incomplete will be rejected by pre-screening staff. Construction drawings and documents not loaded as per the [instructions](#) provided on on the ProjectDox invitation are also subject to be rejected by pre-screening staff.
3. A pre-screening approval and plan check fee shall be paid prior to a project being accepted into the Plan Review Queue for the Planning Review. The Planning Review shall consist of all reviews associated with the lot, utilities, and public way which includes but is not limited to a review by Zoning, Fire Code, Planning, Public Utilities, Engineering, Transportation, and Urban Forestry.
4. The Planning Review does not have a time constraint. The Planning Review phase does not end until all assigned groups have provided an approval .
5. The Planning Review approval will require payment of any associated fees imposed for Planning Processes, Public Utility connection and impact fees for water, sewer, and storm drain, Development Review Impact fees, Urban Forestry Permit, Right of Way Permits, etc before moving to the Building Code plan review process.
6. After the Planning Review Approval has been obtained, Building Permit fees shall be charged to the permit.
7. Building Permit fees shall be paid prior to the project is routed for Building Code for plan review.
8. Building Code shall provide a substantive list of building code comments within 14 business days after payment of the Building Permit fees with a designation either a "Conditional" comment for a minor building code comment and "Unresolved" comment for major code items.
9. If there are comments that should be reviewed by the applicant prior to permit issuance, the project shall be routed back to the applicant for the option of 1 additional review cycle to allow the applicant the option to ask questions or to resolve comments on the construction plans. The applicant can decline this option by routing the project back without providing corrections. After 1 additional review cycle, all remaining unresolved or conditional comments shall be provided on a list and posted as part of the building permit documents.
10. Applicant shall obtain and pay for all associated Plumbing, Electrical, and Mechanical permits prior to Building Permit issuance.
11. The cover page should include the general contractor licensing and contact information prior to issuance. If the property owner opts to be the general contractor, [the State of Utah Owner Builder Certification](#) is required to be submitted prior to permit issuance. The building permit cannot be issued without one or the other.
12. NOTICE: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant one or more extensions of time for addition periods not to exceed 90 days. The extension shall be requested in writing and justifiable cause demonstrated.

By signing below, I certify I opt to proceed with the above plan review process and decline the standard concurrent plan review processes provided by Salt Lake City Building Services. I also certify that all construction drawings and documents. Signature is required by both the design professional and the property owner to proceed.

Design Professional Signature

Date

Property Owner Signature

Date