



Building Services & Civil Enforcement  
 slcpermits.com  
 801-535-6000 fax 801-535-7750

451 S. State St., Room 215 PO Box 145490  
 Salt Lake City, UT 84111-5490

Office use only

Updated 6/2019

BLD #	Received by
Date	Valuation

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

### Type of Construction:

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

New Construction

Interior Remodel

Addition

Accessory Structure

Other

Please complete the subsequent login checklist. If you believe an item is not applicable (N/A) to your project, you must provide an explanation in the box(es) provided. Be advised that, if you feel an item is not applicable (n/a) to your project, you must provide a reason prior to signing this form.

N/A	OK	Explanation	General Requirements
			<ul style="list-style-type: none"> <li><b>1 Certified Address:</b> If new construction, provide a City assigned Certified Address. Provide an appropriate certificate from SLC Engineering.</li> <li><b>2 Street address and project name:</b> Specify the street address and project name on every sheet of plans, matching the Certified Address.</li> <li><b>3 Plan Sets:</b> Submit complete plans and supporting documents electronically, or provide 2 complete sets of plans/documents, stapled and rolled separately. All plans must be drawn to scale.             <ul style="list-style-type: none"> <li><b>a</b> Plans (civil, site, architectural, structural, electrical, mechanical, plumbing, etc)</li> <li><b>b</b> Soils reports: A soils report is required for all new residential buildings with a footprint greater than 3,000 sq. ft. or a gross sq. ft. (all levels) greater than 6,000 sq. ft.. The following is a link to the Soils Report requirement brochure:  <a href="http://www.slcdocs.com/building/b-soils-report.pdf">http:// www.slcdocs.com/building/b-soils-report.pdf</a></li> </ul> </li> <li><b>4 Code Analysis:</b> SLC currently uses the 2015 International Codes with State amendments and Appendix Q of the 2018 IRC only; 2018 International Codes with State amendments which include Building, Plumbing, Fuel/Gas, IECC, Mechanical and Fire Codes; the 2018 IBC; the 2017 NEC and Accessibility Code, ANSI A117.1-2009; and the current SLC Zoning Ordinance (Title 21A).</li> <li><b>5 Sheet Index:</b> Index all the sheets in the submitted sets, in the order in which they are attached to the full set.</li> <li><b>6 Site Plan:</b> Except for interior remodels that do not increase parking/landscape requirements, provide a fully dimensioned site plan (in accordance with Chapter 21A.58.060 of the Municipal Code) drawn to scale, which includes the following:             <ul style="list-style-type: none"> <li><b>a</b> Property lines. Provide (dimensions) measurements for all property boundaries.</li> <li><b>b</b> Lot size, streets, alleys, and setbacks. Provide measurements for street frontages, street/alley widths and all front, interior, side and corner side yards.</li> <li><b>c</b> Street lights, street trees, hydrants, water meters, etc. Show their locations.</li> <li><b>d</b> Indicate location size, dimension, use and type of construction of all buildings. Include the setbacks, number of stories, height and square footage/floor area.</li> <li><b>e</b> Location and type of any natural features such as watercourses, rivers, lakes, fault lines, and include any existing physical features.</li> <li><b>f</b> Size and location of all ground mounted utility boxes and similar infrastructure.</li> <li><b>g</b> Location of required off-street parking and its layout. Include driveway and approach dimensions including parking/access for persons with disabilities and required parking. Provide required parking calculations for all proposed uses.</li> </ul> </li> </ul>

- h** Location, height, type and material of all fences/walls.
- i** For new construction, show front yard averaging in accordance with 21A.24.
- j** Topographic survey showing the (spot) elevation of all roadways, buildings, structures, watercourses and their names. The finished grade shall be shown for the entire site as well as the first elevation of all buildings.
- k** Grading plan showing the nature and manner of grading of the entire site, including the treatment of slopes in excess of 10% to prevent soil erosion and excessive runoff. A slope analysis is required for all slopes over 30%.
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### Architectural Requirements

- 7 Plans:** Provide foundation, floor and roof plans, drawn to scale and dimensioned for the total areas(s) of work to be performed.
- 8 Details/Sections:** Provide construction details on plans showing compliance with codes. Provide details showing all openings and penetrations in ceilings.
- 9 Elevations:** Provide interior and exterior building elevations, drawn to scale and fully dimensioned.
- 10 Schedules:** Provide window and door schedules.

### Structural Requirements

- 11 Special Inspections:** The architect/engineer shall indicate on the plan the portion of the work requiring a Special Inspection per code. Complete a Special Inspection form and return before a permit can be issued.
- 12 Structural Analysis:** Provide structural analysis, design, and detail for the building and/or structure(s) per code. The structural analysis shall be calculated using wind loading, seismic, snow, and exposures per code.

### Electrical Requirements

- 13 Plans & Schedules:** Provide complete plans and schedules with load calculations. Indicate on the plans, the number/placement of fixtures that exist and that are being proposed.

### Mechanical Requirements

- 14 Plans & Schedules:** Provide complete plans and detailed equipment schedules showing equipment specifications including operating weight. Indicate the number/placement of fixtures that exist and that are being proposed.

### Plumbing Requirements

- 15 Plans:** Provide complete plans showing all water, waste, vent and fuel gas design.
- 16 Fixture Schedules:** Provide a complete list of fixtures and their associated units. Indicate on the plans, the number/placement of plumbing fixtures that exist and that are being proposed.

Other Approvals

- 17 **Public Utilities:** Public Utilities approval required. If paper submittal, (2) sets of civil/site plans are to be submitted to Public Utilities for the total area of work to be performed.
- 18 **Engineering:** Engineering approval required. If paper submittal, (2) sets of civil/site plans are to be submitted to the Engineering Division. Not required for remodels.
- 19 **Transportation:** Transportation approval required. If paper submittal, (2) sets of civil/site plans are to be submitted to the Transportation Division.
- 20 **Power:** Rocky Mountain Power approval is required for any structure within a 10' horizontal distance to any power source and/or structure beneath an existing power line. Builders Hotline: 800-469-3981. Not required for remodels.
- 21 **Planning Division:** Planning approval documents such as a Certificate of Appropriateness, Findings & Order, Preliminary/Final Subdivision Plat, Conditional Use, etc.

**Impact Fees:** Note that Impact Fees are due at the time of building permit plans submittal. Please complete the Impact Fee Assessment form based on the proposed use(s). The following is the link to the form: [http://www.slcdocs.com/building/ImpactFeeAssessmentForm\\_4\\_19\\_2017.pdf](http://www.slcdocs.com/building/ImpactFeeAssessmentForm_4_19_2017.pdf)

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.

It is the responsibility of the applicant to attach revised plans to the existing set in the order required by the index sheet.

By signing below, I certify that all construction drawings and documents are complete.

Applicant signature

Date:

Title / organization