



PLAN SUBMISSION REQUIREMENTS – SINGLE FAMILY DWELLING

PLEASE APPLY FOR YOUR PERMIT THROUGH OUR WASATCH COUNTY PLAN REVIEW PORTAL. THIS CAN BE ACCESSED THROUGH THE "BUILDING PERMIT SUBMISSION" TAB ON OUR WEBSITE

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE PLAN CHECK:

Site plan must be drawn to scale and must show the following:

1. The actual dimensions of the lot to be built upon
2. The easement and setbacks from the property line
3. The size, and location of existing buildings, buildings to be erected and existing buildings on the adjacent property
4. The topography or any environmentally sensitive land located on the lot
5. The driveway slope

Complete the permit application form. Please include:

1. Recorded property owner's name, email address, phone number and mailing address
2. Architect/ Engineer's name, phone number & email address
3. General contractor's name, phone number, state license number, email address and business address
 - a. Please enter the above information for your sub-contractors (Mechanical, Electrical & Plumbing)
 - b. If owner builder, Please fill out and upload a notarized Owner Builder agreement. You will need to enter the Owner/Builders information into the "General Contractor" fields.
 - i. As an owner builder, you're not required to list your sub-contractors. You can bypass those required fields by typing in "NA" when it asks for a name/ email address and 999-999-9999 when it asks for a phone number
4. All submitted files are required to be PDF documents. Please do not upload pictures or zip files

a. Please be sure to name all your files according to the naming pattern below:

File Type	File Name	Discipline	Sheet Type
Plans	Complete Plan Set- Including Site Plan	Architectural	Plans
Engineering	Structural Engineering Calcs	Structural	Structural Calculations
Gas Line	Gas Schematic	Mechanical	Gas Schematic
Manual J & D Heat Loss	Manual J & D-Heat Loss	Mechanical	Heat Loss Calculations
ResCheck <i>(Signature Required)</i>	ResCheck-Signed	Energy	ResCheck
Truss Package <i>(Including Engineer of Record Review Letter)</i>	Truss Package Reviewed	Structural	Truss Package
Fire District Assessment Package	Fire District Assessment Package	Forms	Fire Assessment
Wildland Hazard Severity Form*	Wildland Fire	Wild Land Fire	Fire Hazard Severity Form
Landscape Plan	Landscape Plan	Wild Land Fire	Landscape Plan
ICC Evaluation Reports*	ER (Report Number)	Architectural	Other
Bid/Cost of Construction <i>(Not required on Single Family Dwellings)</i>	Bid-Cost of Construction	Forms	Bid-Cost Valuation
Fireplace Specifications*	Fireplace Specifications*	Mechanical	Other
Soils Report	Soils Report	Structural	Other
Home Owner Association*	HOA	Forms	HOA Packet
Plan Review Response	Plan Review Response	Plan Review	Plan Review Comments
Fire Sprinkler Plans*	Complete Fire Sprinkler Plans	Fire	Sprinkler Plans
Fire Sprinkler Calcs*	Fire Sprinkler Calcs	Fire	Calculations

5. Plans need to be designed per the 2015 IRC and must include a site plan

- a. Foundation plan showing footing locations and sizes, hold down locations and foundation wall information.
- b. Floor plans showing shear walls, strap locations and general floor plan information, including window and door sizes.
- c. Framing plans showing truss/joist layout and supporting beam and column locations.
- d. Structural details and schedules.
 - i. All structural pages need to be stamped by the engineer of record
- e. Elevations showing each side of the structure.

- f. Cross Sections.
 - g. Drawing Index needs to be included on Cover Sheet
 - h. Detail bubbles need to include page numbers along with detail number
 - i. Locked plans will not be accepted. The Engineer should be only locking his/her stamp and not the entire sheet.
6. Structural engineering calculations must be in electronic PDF format stamped and signed by the engineer of record
7. Gas schematic
- a. Make sure schematic shows length, size, BTU for appliances, pipe type (Black or CSST)
8. Manual J Heat Loss and Manual D Duct Design Calculations (use Logan or Vernal as your design location)
- a. Radiant heat layout is required if not doing ducting
9. Res Check
- a. Please be sure to sign the Res-Check and submit all pages of the Res-Check
 - i. If not doing a Res-Check, please be sure to include a minimum insulation table on the cover sheet of your Complete Plan Set-Including Site Plan. Code requirement for res-check is 4% or better
10. Truss Package
- a. Please upload your complete Truss Package (layout and truss sheets)
11. Truss Package Reviewed
- a. Please upload a stamped and signed letter from your Engineer of record approving your Truss package.
12. \$1,000 Plan Check Deposit
- a. You can bring a check into our office once you have created a project and have been assigned a project ID number
 - b. Or you can submit your project for review before paying the deposit. We will email you a link on how to pay the plan check deposit online with a card or a check. The email may also include correction items / requests for missing documents. Please be sure to submit your project for review after the payment (and other applicable correction items) has been taken care

If you're in a Wildland Fire Area, you will need to submit the following additional documents in order to have a complete submittal

1. Wildland Fire Hazard Severity Form

- a. This can be found on our website, under “Fire Assessment Package”. Please fill out form completely and include total at the bottom
2. Landscape plan
 - a. This is required even if you’re not doing any landscape work. This is to ensure they’re no crowns of trees within 10 ft of the structure
 - b. Please submit a complete landscape plan showing the vegetation on the property and the distance to the structure on the lot.
3. If you’re on propane, please fill out a “Propane Permit”. This can be found on our website, under “Fire Assessment Package”.

PLEASE BE SURE TO HIT “SUBMIT FOR REVIEW” TO SUBMIT YOUR PROJECT. IF WE SEND BACK ANY CORRECTIONS, YOU WILL NEED TO HIT “SUBMIT FOR REVIEW” TO RESUBMIT YOUR PROJECT TO THE COUNTY.