



## PLAN SUBMISSION REQUIREMENTS – BASEMENT FINISH

***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:**

Complete the permit application form. Please include:

1. Recorded property owner's name, email address, phone number and mailing address
2. 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)
    - i. If you will not be using certain subs on your project, 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
  - 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
3. All submitted files are required to be PDF documents. Please do not upload pictures or zip files
  - a. Please be sure to name the applicable 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

#### Required Documents:

1. Floor Plan (drawn to scale)
  - a. Show rooms labeled with their use and show all room dimensions
  - b. Show location and size of doors and windows
  - c. Show lights, light switches, smoke detectors & CO2 detectors

If any structural changes are made, provide electronic PDF format of engineering calculations, including adequate framing plans and stamped structural details.

**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.**