



PLAN SUBMISSION REQUIREMENTS- SINGLE FAMILY DWELLING

PLEASE APPLY FOR YOUR PERMIT THROUGH OUR WASATCH COUTY PLAN REVIEW PORTAL. THE PLAN REVIEW PORTAL MAY BE ACCESSED THROUGH THE ONLINE ADDRESS

wasatch.utah.gov/building

Design Element Criteria for Wasatch County may be found using this link <https://wasatch.utah.gov/building#58718-forms-checklists-instructions--maps> then click the PDF named (Design Criteria for Wasatch County)

THE FOLLWIING ITEMS MUST BE SUBMITTED FOR A COMPLETE SUBMITTAL:

Property Owner Authorization Form

1. If the person other than the property owner is applying for the building permit a Property Owner Authorization Form is required to be submitted. This form may be found on our website under the Forms, Checklists, Instructions and Maps <https://wasatch.utah.gov/building#58718-forms-checklists-instructions--maps>

Site Plan must be drawn to scale and must reflect the following:

1. The actual dimensions of the lot to be built upon
2. The easement and setback from the property line
3. The size, location of existing structures and structure to be erected
4. The topography or any environmentally sensitive land located on the lot. For structures on parcels over 1 acre shall include the total disturbed area, including the footprint of the structure being applied for, and the area of areas improved for motor vehicles, such as driveways and parking areas.
 - i. If the total disturbed area is 1 acre or more an engineering permit is required to be submitted with your permit application
5. The Driveway slope and width

Complete the online permit application form Please Include:

1. Recorded property owner's full legal name as it appears on Wasatch County Tax Records, email address, phone number and mailing address
2. Architect/Engineer's name, phone number and email address
3. General, Mechanical, Plumbing and Electrical Contractor's business name, phone number, state business license number, email address and business address. If the project will be constructed as an owner builder please complete and upload the Owner Builder Agreement.
<https://www.wasatch.utah.gov/Departments/Building-Dept#58718-forms-checklists-instructions--maps>
4. As an owner builder you are not required to list sub-contractors. You may bypass those required fields by typing "NA" when form asks for name/email address and 999-999-9999 in the required phone number fields.

*** THE EMAIL ADDRESS ENTERED IN THE CONTRACTOR EMAIL ON OUR PLAN REVIEW PORTAL MUST MATCH THE EMAIL ENTERED TO CREATE THE BUILDER ACCOUNT FOR INSPECTION REQUESTS IN ORDER FOR THE ACCOUNTS TO LINK CORRECTLY ***
5. All submitted files are required to be a PDF file, all other files will not be accepted.
 - a. Please be sure to name all of your files according to the naming pattern on Wasatch County Building Department homepage:
<https://wasatch.utah.gov/building#58764-building-permit-application>
6. Plans must be designed per the 2021 IRC for architectural and 2021 IBC for structural and must include the following:
 - 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 (ALL STRUCTURAL SHEETS MUST BE STAMPED AND SIGNED BY THE STRUCTURAL ENGINEER OF RECORD)
 - e. Elevations showing each side of the structure with the existing natural grade line reflected and labeled and the height from that line to the highest point of the roof reflected and labeled.
 - f. Cross Sections
 - g. Detail bubbles need to include page

- h. Locked plans will not be accepted. The engineer should be locking his/her stamp only and not the entire sheet/file

7. Structural engineering calculations must be designed to the 2021 International Building Code and in electronic PDF format stamped and signed by the engineer if record

8. Gas Schematic

- a. Schematic must reflect the requested meter size, pipe type, pipe length, pipe size and BTU for all appliances.

9. Manual J Heat Loss and Manual D Duct Design Calculations (use Logan or Vernal as the design location)

- a. Radiant heat layout and calculations are required if not doing ducting

10. Res Check

- a. Please be sure to sign and date the Res-Check and include all pages of the Res-Check
 - i. If not providing a Res Check, please be sure to include a minimum insulation table on the cover sheet of your Complete Plan Set. May also use the Utah Energy Conservation Code (if used needs to have a passing score of 5% or better)

11. Truss Package (Optional at the time of submittal)

- a. A complete truss package will be required to be submitted through the inspection portal and approved prior to requesting the Roof Framing inspection.

A complete truss package must include the following:

- 1) Review approval letter from the Engineer of Record -This must be stamped and signed by the engineer of record
- 2) Truss Layout
- 3) Truss Drawings- All truss sheets must be stamped and signed by the truss manufacturer's engineer

12. Plan Review Fee

a. You will submit your project for review before paying the plan review fee. We will email you a link to access our payment portal. Fees may be paid with check or card online only. Please note all payments must be made online. No payments are taken in office. The email may also include corrections items/requests for missing documents. Please be sure to submit your project for review after the payment and other applicable correction items have been addressed.

Septic Approval Letter

THIS APPLIES ONLY IF your proposed project is located in an area that a septic system will be used for wastewater or your property has an existing septic system. For more information please contact the Health Department at (435)657-3264

If you are in a Wildland Fire area, you will need to provide/submit the following documents in order to complete your submittal

1. Wildland Fire Hazard Severity Form

a. This can be found on our website, under "Fire Forms" Please be sure to make one selection for all sections of the form.

2. Landscape Plan

a. This is required even if you're not doing any landscape work. This is to ensure there are no crowns of trees within 10 feet of the structure

b. Please submit a complete landscape plan reflecting the existing/proposed species of vegetation on the property and the distance from any existing/proposed trees

3. If you're on propane, please complete a Propane Permit Application this can be found on our website under Fire Forms

**PLEASE BE SURE TO HIT 'SUBMIT FOR REVIEW' TO SEND YOUR PROJECT
BACK FOR REVIEW AFTER ADDRESSING CORRECTION ITEMS**