



RESIDENTIAL REMODEL CHECKLIST

Below is a list of information that is required to be submitted with building plans in order for City staff to process the request. All plans must be drawn to a common scale, $\frac{1}{4}''=1'$ or larger, and must clearly indicate the location, nature, and extent of the proposed work. Plans lacking adequate detail will not be approved. Fees: Fees are based upon the valuation of the building. Other fees will be assessed before the permit can be issued. **The Plan Review Fee must be paid at the time of submittal.**

Initial review will be performed within 15 business days. Second reviews will be completed within 10 business days. Applicant is responsible for the actual staff cost of any subsequent reviews.

Remember, this is not a comprehensive list and is meant only to be a helpful guide!

1. Building Plans

2 copies of plans (minimum 11" x 17")

2. Additional Information

The following list are required to be included in all plan submittals:

- Square Footage of each floor, including decks, carports, and garages
- Floor Plans of existing and proposed layout
- Existing and proposed window sizes
- Existing and proposed door swings
- Proposed use of each room
- Existing and proposed electrical layout
 - New electrical must include panel amp size and location and any GFCI locations
- Existing and proposed HVAC (water heaters, air conditioning units, furnances, etc)
- Existing and proposed plumbing fixtures (toilets, showers, tubs, sinks, etc)
- Proposed stair sections showing riser heights, treads, handrails, and guardrails
- Locations of smoke and carbon monoxide detectors
- Energy conservation code compliance
- Gas line schematics providing size, lengths, and total BTU or CFH at service outlets from meter
- Certain structural details must be stamped by a Utah licensed structural engineer, including the modification of load bearing walls

**PLEASE REMEMBER! THIS IS NOT A
COMPREHENSIVE LIST AND IS ONLY TO BE USED
AS A HELPFUL GUIDE. CALL US AT 801-944-7000 IF
YOU HAVE ANY QUESTIONS**