



RESIDENTIAL REMODEL CHECKLIST

Below is a list of information that is required to be submitted with building plans 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.**

Reminder: This is meant to be a helpful guide, not a comprehensive list

1. Building Plans

- Electronic building plans must be submitted with online permit application

2. Additional Information

The following items are required to be included in all deck 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 layout must include panel amp size and location, as well as and GFCI locations
- Existing and proposed HVAC (water heaters, air conditioning units, furnaces, etc.)
- Proposed stair sections depicting 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
- Second kitchen agreement for all projects that include a second kitchen