



RESIDENTIAL REMODEL CHECKLIST

Additions, Remodels, Basement Finishes and Accessory Structures

Please refer to the attached building permit process flowchart for information on the steps required to obtain an approved building permit.

Prior to demolishing any part of any structure for new construction, remodels, or additions contact the Utah Division of Air Quality at [801 535 4000](tel:8015354000) or at airquality.utah.gov for asbestos removal. **(Required)**

Below is a list of information that is required to be submitted with building plans in order for City staff to process the request. If any of the required information is not submitted, the plans will be considered incomplete and will not be accepted.

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.**

Staff will review the plans and check the boxes if the information has been included. As part of the application, please provide the following:

1. Drawings

Please provide an electronic copy of plans on provo.org/portal (.pdf format) drawn to architectural scale that show:

- An accurate site plan of the property showing all proposed additions or accessory structures to be constructed, drawn to professional standards.
- An accurate floor plan of the home on the property or the accessory structure to be constructed (applicable to remodels, basement finishes, and additions), showing all existing uses and proposed additions and/or changes, drawn to professional standards, all rooms must be labeled.
- Four elevations of the building. The elevations must show the height of the building from:
 - top back of curb to the top of the foundation.
 - the top of the foundation to the peak of the highest point of the roof (max 35' combined).
- Accurate front, rear, and side setback measurements shown for the home and accessory buildings.
- Electrical, show exterior electric meter location and interior electric panel location.

2. Supplementary Information

- Applicant's name, address, telephone number, and e-mail address.
- Recorded subdivision name, plat, and lot number.
- City-approved job site address.
- Property tax identification number of the lot.
- Confirm the recorded lot matches the dimensions on the site plan of the home.
- Energy Conservation Code compliance (RES Check), where applicable.
- Contractor must provide their license number and sign the building permit application or the owner must sign the "Owner/Builder Certification Form".

3. Standards/Information to Consider

- If the home has a walk-out basement, check to make sure this won't affect the maximum 35' height restriction.
- If the plans show more than one kitchen in the home, the owner must sign and have notarized the required Occupancy Restriction (second kitchen agreement) provided by staff.
- Adequate covered parking as per ordinance.
- At least 20 feet of back up area measured from the front of the garage door to the sidewalk.
-A side loading garage must have at least 24 feet of back up area measured from the front of the garage door to the side property line.
- The interior width and length of all garages must be a minimum of 20 feet.
- The main floor of the home must meet the minimum square foot area for the zone.
- Interior connection to any new addition.

If the applicant wishes to contact representatives of Building Inspection, the following staff members will assist where possible.

Staff Member	Title	Telephone	Fax	Email
James Anderson	Plans Examiner	801 852 6411	801 852 7411	janderson@provo.org
Hana Mauga	Building Inspector	801 852 6452	801 852 6417	hmauga@provo.org
Doug Fallon	Chief Building Official	801 852 6454	801 852 7411	dfallon@provo.org