



ONE FAMILY RESIDENTIAL PLAN REVIEW CHECKLIST FOR A BUILDING PERMIT APPLICATION

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

Fees: Based on the value of the home.

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

1. Drawings

- Please provide an electronic copy (.pdf form) that shows:
 - Site and building plan drawings, drawn to an architect or engineer's scale, indicating the following:
 - Lot lines with property dimensions. The drawing must match the recorded lot dimensions.
 - Building setback measurements from the property lines (front, rear and sides).
 - Indicate the street that the property fronts on.
 - Indicate all hard surface drives and parking.
 - A grading plan indicating a minimum 2% slope from the house for storm runoff.
 - Two grading profiles, one for each direction of the house.
 - House plans including elevations, materials and floor plans drawn to scale.
 - Four elevations of the building showing the height of the building from the 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 (maximum 35' combined).
 - Walk out basements must be shown on the plans.
 - Adequate covered parking as required by ordinance. The interior width and length of all garages must be as follows: One car: 12 feet wide by 20 feet deep. Two Car: 20 feet wide and 20 feet deep.
 - There must be at least 26 feet of paved back up area measured from the front of the garage door to the sidewalk.
 - The square footage of each floor, excluding the garage. Also indicate the amount of finished square footage.
 - A foundation plan layout including hold down locations.
 - Complete, continuous wall sections (footing to roof) including all levels. Multiple choice sheets will not be accepted.
 - The floor plan must indicate window sizes, braced wall lines, door swings, and the use of each room.
 - The electrical plan indicating panel amp size and location, smoke detectors, and location of GFCI's.
 - Stair sections showing riser heights, treads, handrails and guard rails.

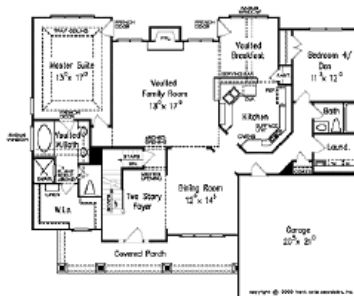
- Energy Conservation Code compliance.
- Gas piping schematics provided for sizing, lengths and BTU's at service outlets from the meter.
- Large homes and homes with extensive beams require engineering calculations. Beam sizes must be noted on the floor plan.
- Sensitive Lands (Hillside areas)**
 - Grading plans indicating existing and proposed contours with cross-sections of the land and house for water runoff control.
 - A soils report is required for all homes built on the east side of Provo.
 - All calculations shall be transferred to and detailed on the plans for seismic qualification, shear, uplift, wind load, beam sizes, metal connections, footings, retaining walls, etc.
 - Engineering must be performed by a registered Utah Engineer and the plans stamped accordingly.
 - Final approval in writing from the soils engineer stating that all necessary conditions of approval have been met must be submitted to the Provo City Building Inspection Division.
 - A geological Hold Harmless Agreement must be completed, signed and notarized, if required.
 - The plans must reflect the information from the engineering and soils reports.
- Sensitive Lands (High Water Table Areas)**
 - If you intend to have a basement, you must include an engineered, stamped floodproofing design, with a notarized Hold Harmless Agreement. See Staff for clarification regarding where high water table areas are located. Contact the Provo City Engineering Department at 801 852 6740 to determine whether a basement is permitted in the area where you intend to construct the home.

2. Supplementary Information

- Provide applicant's name, address, and telephone number.
- Name of recorded subdivision, plat and lot number of the lot intended to be built upon.
- City approved job site address. If you are unsure of the address, please contact the Provo City Engineering Department at 801 852 6740.
- Property tax identification number of the lot obtained from the Utah County Recorder's Office located at 100 E 100 S, Provo, Utah.
- If there will be more than one kitchen in the structure, the owner must sign and have notarized the required Second Kitchen Agreement provided by staff.
- A signed Owner/Builder Certificate, if required.



Elevations



Floor Plans