



Residential Building Application Minimum Submittal Requirements

The construction of any new structure within Payson City requires a building permit. Prior to the submission of a building permit application, the subdivision plat (if applicable) must be recorded at the office of the Utah County Recorder or the requirements of a lot of records (if applicable) completed. Also, all lot/subdivision improvements must be completed, inspected, and approved.

Once the lot/subdivision improvements have been completed, inspected, and approved, a building permit application may be submitted. **All information must be submitted in an electronic copy (USB flash drive).**

Please review the following checklist and make sure all the necessary information is included before submittal. **Incomplete submittals will not be accepted.** If you have any questions regarding submittal or this checklist, please contact Development Services at 801-465-5204 or 801-465-5214.

- Building Permit Application - Contractor's signature and copy of current license required if not an owner/builder.
- Power to Panel Application - Contractor's signature and copy of current license required if not an owner/builder.
- Owner/Builder Certification - Required only if the property owner is acting as the contractor.
- Building Plans - Plans shall be originals, drawn to scale, and of sufficient clarity to indicate the extent of work proposed and detail to conform to the provisions of the codes and all laws, ordinances, rules, and regulations. **Redline plans will NOT be accepted. Reverse plans will NOT be accepted.** All plans are to be on uniform paper size and shall include the following:
 - a. Site Plan (dimensions of lot, house, & setbacks)
 - b. Landscaping and Irrigation plan (for all required landscaping areas)
 - c. Footing and Foundation Plan
 - d. Floor Plan (including electrical layout, door and window sizes and locations, floor joist layout, rooms labeled)
 - e. Elevations
 - f. Electrical Plan
 - g. Stair Plan
 - h. Heating Plan (sized as per Manual "D" – Residential Duct Systems 2009 Edition)
 - i. Wall Section(s) Footing to Roof
 - j. Gas Pipe Sizing Diagram
 - k. Truss Detail (including layout sheet and hanger schedule)
 - l. Beam Sizes
- Structural Calculations/Engineering (must be wet stamped by engineer)
- Residential Energy Code (REC) (check must have lot, subdivision, and plan number TYPED on the REC Check printout)
- Complete Manual J & S Summary Form
- Stucco ICCO Report, Stucco Certificate, and Stucco Contractors license (if stucco is used)
- \$300 Plan Review Deposit
- The applicant is required to meet all of the zoning requirements for the underlying zone and the requirements of any development agreement and/or CC&R's recorded against the subdivision.

The plan review process will take a minimum of two (2) weeks. Following review, the applicant will be notified of any additional information that is required or any changes that need to be made to the building permit application. Once the additional information and revisions have been submitted, a final plan review will be completed. Following approval of the building permit application and payment of the permit fees, a building permit will be issued.