

Utah County Building Department

51 S. University, Suite 117, Provo, UT 84601, 801-851-8342

Office/Inspection Hours, Monday-Friday 8:00-4:30

Building Permit Submittal Requirements

Single Family Homes

(Failure to submit any of the below items may result in rejection or denial)

(Two paper sets at a ¼" scale and an electronic copy in PDF format on CD or sent via e-mail) Email: stevek@utahcounty.gov

New Construction; remodels, and additions

- ☐ Completed Building Permit Application (All fields or N/A when applicable)
- ☐ Preliminary Zone Clearance (**only** if preliminary approval was received)
- ☐ Health Department Approval for all projects
(Signature on building permit application)
(151 S. University Suite 2600, Provo 851-7525)
- ☐ Public Work Approval (obtain from Public Works Dept.)
For access permits, geo hazard review, etc. (as applicable)
(Public Works 2855 S. State, Provo 851-8600)
For access from state roads contact
(UDOT 658 N 1500 W, Orem 227-8000)
- ☐ Site Plan
- ☐ Construction Plans
- ☐ Engineered Plans & Calculations
- ☐ Provide heating and cooling loads, equipment sizing, and duct design based on Manual S, Manual J, Manual D, or other approved and recognized method.
- ☐ Provide a soil investigation by a geotechnical engineer for areas that have a high water table, shifting or expansive soil conditions, compressive soils, and/or the design of the structure uses load bearing values greater than 1500 psf.
- ☐ Provide an energy compliance analysis of the thermal envelope of the home with plans having sufficient detail and information to clearly identify the insulation, u-values, sealing, and other associated characteristics of energy code compliance.
(A RES check is acceptable as part of this submittal)
- ☐ Interior Gas Piping Plan
- ☐ Submittal Fee (will be credited toward calculated plan review fee)
\$300.00 - New Buildings (Cash or Check only)

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Building Permit Submittal Requirements for Commercial, Industrial, and Similar Projects

(Failure to submit any of the below items may result in rejection or denial)

(Two paper sets stamped and signed plus an electronic copy in PDF format on CD or sent via e-mail) Email: stevek@utahcounty.gov

New Construction; remodels, and additions

- ☐ Completed Building Permit Application (All fields or N/A when applicable)
- ☐ Preliminary Zone Clearance (**only** if preliminary approval was received)
- ☐ Health Department Approval for all projects
(Signature on building permit application)
(151 S. University Suite 2600, Provo 851-7525)
- ☐ Public Works Approval (obtain from Public Works Dept.)
For access permits, grading, storm water retention, drainage, and
geo hazard assessment, (as applicable)
(Public Works 2855 S. State, Provo 851-8600)
For Access from state roads contact
(UDOT 658 N 1500 W, Orem 227-8000)
- ☐ Site Plan
- ☐ Geotechnical Investigation and/or soils report
- ☐ Architectural Plans and Code Analysis
- ☐ Project Specifications and Product Listings
- ☐ Engineered Structural Plans and Associated Details
- ☐ Engineer's Calculations and Design Criteria Used
- ☐ Statement of Special Inspections
- ☐ Fire Protection Shop Drawings
(May be a deferred submittal upon approval from Fire Marshal)
- ☐ Energy Code Analysis (COM check is acceptable as part of this submittal)
- ☐ Mechanical Engineering and Associated Plans
(Include heating and cooling loads, duct design, gas line plan, and equipment
sizing)
- ☐ Electrical Engineering and Associated Plans
- ☐ Plumbing Engineering and Associated Plans
- ☐ Submittal Fee (will be credited toward calculated plan review fee)
\$300.00 - New Buildings (Cash or Check only)