

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 1/4" 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)
- ☐ Documentation of proposed source of culinary water. If proposed source of water is a well, an approved water right from the State of Utah shall be provided, along with an accurate location of the point of diversion and place of use.
- ☐ For New Dwellings Only: A signed and recorded copy of the "Water Rights Declaration, Waiver, and Release with Declaration of Covenants, Conditions, and Restrictions" Form must be provided prior to the permit being issued.
- ☐ 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
- ☐ See fire rated construction requirements for wildland-urban interface

Decisions relative to this application are subject to review by the chief executive officer of the municipal or county entity issuing the single-family residential building permit and appeal under the International Residential Code as adopted by the Legislature.