



City of Orem

Development Services
56 N State Street Suite 105
Orem, Utah 84057

www.orem.org

Building Safety Division
801-229-7060
Fax: 801-229-7191

RESIDENTIAL PLANS SUBMITTAL CHECK LIST

Review your plans and verify that each of the following details have been included. When each of the items have been verified, you are ready to submit your application and plans for a building permit. We do not accept mirrored image plans for review. Plans cannot be reviewed without the following information. All submittals are on-line through our building permit portal which can be found here: <https://orem.org/buildingpermits/>

Current codes are 2021 IBC, 2021 IMC, 2021 IPC, 2020 NEC, 2021 IECC commercial provisions and 2015 IECC residential provisions, 2021 IFGC, 2017 ANSI and current Utah State Amendments

- 1) BUILDING PERMIT APPLICATION must be completely filled out, including:
 - a. Contractor's name, phone number, address, e-mail and Utah State contractor's license number
 - b. Owner's name, address, phone number and e-mail address
 - c. Architect's name and contact information
 - d. Structural engineer's name and contact information
 - e. Project address
 - f. Legal description – i.e. Subdivision, Plat and Lot or Tax ID number if Lot of Record

- 2) PLOT PLAN:
 - a. Topographical plot plan for sloped lots
 - b. Lot dimensions
 - c. Building footprint with all projections and dimensions to all property lines and/or other buildings
 - d. North arrow
 - e. Easements
 - f. All existing and proposed finish lot corner elevations
 - g. Sewer and water lateral locations from street to house
 - h. Location of any and all retaining walls (four feet or higher ones require separate permits.)

- 3) FOUNDATION PLAN:
 - a. Structural and architectural details
 - b. Footings, foundation, piers and grade beams
 - c. Post and girder intersections
 - d. Fireplaces – masonry or gas
 - e. Reinforcing spacing and size
 - f. Anchor bolt spacing and size

- 4) FLOOR PLAN:
 - a. Full architectural plans, fully dimensioned and labeled
 - b. Include adjoining rooms, labeled as to their use with all window and door locations
 - c. All wall-to-wall dimensions
 - d. All rooms' finished ceiling heights
 - e. All window operations to be on the plans (slider, single hung, fixed, casement, etc.)
 - f. Floor framing plan showing and identifying all materials, sizes, spacing, etc.

- 5) EXTERIOR ELEVATIONS:
 - a. Identify finish materials to be used
 - b. If stucco, provide two copies of current approved listing report
 - c. All four elevation views
 - d. Indicate finish grade location of building exterior

- 6) STRUCTURAL AND ARCHITECTURAL DETAILS: (to include all applicable from following)
 - a. Structural framing details
 - b. Roof plan to include eaves, overhangs, rakes and gables. Please identify the types, locations and amount of ventilation to be used on the roof and for the overhangs, eaves and soffits. Include the calculations showing the required amount of ventilation needed for the entire system and how you will meet that requirement.
 - c. Floor changes (i.e. slab-to-wood frame, elevation changes, etc.)
 - d. Handrails, guardrails and support details
 - e. Structural section with details of foundation, floor and roof levels
 - f. Cross-section view in each direction specific to the structure. Generic not acceptable
 - g. Suspended ceiling plan with support details (if applicable)
 - h. Identify all materials, material sizes, spacing, etc.
- 7) STRUCTURAL CALCULATIONS
 - a. Wet-stamped, wet-signed copy of all structural calculations
- 8) PREFABRICATED TRUSSES – Generally submission deferred until delivery of trusses:
 - a. Roof framing plan with truss layout sheet identifying and showing locations of all trusses
 - b. Structural truss engineer of record is to design truss bracing and provide calculations and detail on the plans at the time of the plan submittal
 - c. Letter of approval from the structural design engineer of record for the project that he/she has reviewed the truss plan/layout/design, clips, etc. prior to fabrication and that the trusses conform to their design for the building
- 9) HVAC PLAN: to include all applicable:
 - a. Location of HVAC equipment
 - b. Gas line drawing, including input rating in BTUs of all equipment
 - c. Provide a ductwork layout plan including sizes and lengths of all ductwork
 - d. Provide heat loss calculations demonstrating compliance with the IRC which states “Heating and cooling equipment shall be sized based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.”
- 10) PLUMBING DETAILS
 - a. Show all plumbing fixture and water heaters’ locations
 - b. Show all floor drain locations
- 11) ELECTRICAL PLAN:
 - a. Service meter location and main breaker size in amps
 - b. Sub-panel location(s)
 - c. Identify all GFCI receptacle locations
 - d. Indicate locations of smoke detectors and CO detectors
- 12) STAIR DETAILS:
 - a. Stairway width, rise, run, landing length and headroom height
 - b. Handrail, guardrail and baluster details
- 13) ENERGY CALCULATIONS

Energy compliance report based on the requirements of the 2015 International Residential Code (IRC) and Utah State Amendments. The report must show that the construction will pass by greater than 5% based on Utah Energy Code.
- 14) STORM WATER POLLUTION PREVENTION/EROSION CONTROL PLAN (SWPPP): (see Land Use Disturbance Application for details that need to be shown on the site drawings). Required on all new construction if footprint of added area of structure is 500 square feet or greater. Please use the **SWPPP Preconstruction Submittal and Review Checklist** in preparation for your application and submittal.
- 15) COMMON PLAN SWPPP submitted to State of Utah and copy to Orem City if new construction, development newer than 1995 and the developer of the project not this contractor.