



RESIDENTIAL PLANS SUBMITTAL CHECKLIST

Review your plans and verify that each of the following details have been included. When each of the items has 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 online through our building permit portal which can be found here: www.orem.gov/buildingpermits/

Current codes are 2021 IBC, 2021 IMC, 2021 IPC, 2023 NEC, 2021 IECC commercial provisions and 2015 IECC residential provisions, 2021 IFGC, 20217 ANSI and current Utah State Amendments.

1. **BUILDING PERMIT APPLICATION** must be completely filled out, including:
 - a. Contractor's name, phone number, address, email and Utah State Contractor's license number
 - b. Owner's name, address, phone number and email 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 plat 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, casements, 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 for elevation views
 - d. Indicate finish grade location of building exterior

6. STRUCTURAL AND ARCHITECTURAL DETAILS:

- 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 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 ductworks
- 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 and run, landing length and headroom height
- b. Handrail, guardrail and baluster details

13. ENERGY CALCULATIONS:

- a. Energy compliance based on the requirements of the 2021 International Residential Code (IRC) and Utah State Amendments.

14. STORM WATER POLLUTION PREVENTION PLAN (SWPPP): A Land Disturbance Permit Application must be filled out for each project that disturbs over 500 square feet. For projects that disturb greater than or equal to 1 acre please refer to www.orem.gov/developing-in-oreem-storm-water/ for state requirements