



## PLAN SUBMISSION REQUIREMENTS – SINGLE FAMILY DWELLINGS

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE PLAN CHECK:

1. Pay \$300.00 application fee. The balance of the permit will be paid at the time the permit is issued.
2. Complete permit application form completely. Be sure to include:
  - a) Owner, address and telephone number.
  - b) Building address, lot and subdivision.
  - c) General Contractor's name, address, license number and phone number.
  - d) Sub-contractors' names, addresses, license numbers and phone numbers.
  - e) Structural engineer's license number and telephone number.
3. Complete Power to Panel Agreement, Gas Connection Permit, Landscape Agreement, and Application for Bluffdale City Utility Services Agreement for each lot.
4. Submit engineering calculations- **2 sets required**. These shall be wet-stamped and signed in discernable colors.
5. Submit completed and signed 200 REScheck forms.(access website at [www.energycodes.gov](http://www.energycodes.gov))  
**(2 copies)**
6. Submit **2 sets** of Manual J heat loss and Manual D duct sizing calculations signed and dated by the designer. Include a duct layout schematic showing lengths of ducts, fitting details and ducting materials. Provide details which include furnace size, filter type, expansion coil specifications and other pertinent information.
7. Submit complete Site Plan **2 sets** (Drawn to scale). These must include elevations at house corners and lot corners on all site plans. Show all setbacks from property lines. Show curb, park strip and sidewalk locations with dimensions included. Show all easements and drainage patterns to the street or approved drainage facility. Include retaining walls with elevations at top and bottom and show setbacks between all wall segments. Provide setbacks between retaining walls and all structures.
  - a) All site plans must include the following information:
    - 1) Topography. (2' intervals).
    - 2) Original and final grades. Detail drainage per approved drainage plans.
    - 3) Driveway slope. (12% max)
    - 4) Geotechnical reports. **(2 copies)**
8. Consecutively number all sheets of the plans.
9. Provide plans which include: **(2 complete sets)**
  - a) Foundation plans showing footing and hold down locations.
  - b) Floor plans showing shearwall lengths, strap locations and general floor plan information.
  - c) Framing plans showing truss/joist layout, the supporting beam and column types and locations.
  - d) Structural details and schedules.
  - e) Elevations showing each side of the structure.
  - f) Cross Sections.
  - g) Electrical plans.
  - h) All retaining walls shall be detailed on the site plans. Any retaining wall exceeding 3' in exposed height will require a separate permit, which shall be obtained prior to issuance of the building permit for the residential structure.