



CHECKLIST AND REVIEW PROCEDURE FOR BUILDING PERMITS

Plan Submittal Requirements

- Application: Summit.co.ut.eprocess360.com *Must register for an account to apply
- Site Plan: Site plan requirements are available at Summitcounty.org under the Planning Dept. page or at the Summit County Planning Department front desk. *Note: upload the site plan as its own PDF SEPARATE from the construction plans*
- Construction Plans- Plans shall demonstrate compliance with the current State Building Code. Plans prepared by an architect or engineer must be digitally stamped and signed by the architect or engineer.
- Indicate on the architectural plans and the structural plans that the house is designed to meet the current IRC/IBC as amended by the State of Utah
- Floor Plans for each level including unfinished basements and habitable attic spaces.
- Mechanical, Electrical, and Plumbing plans
- Structural plans drawn to scale
- Elevation sheets drawn to scale
- Section sheets drawn to scale that show the thermal envelope
- Architectural details
- Structural details
- Structural Calculations
- Res-Check analysis using an acceptable code standard or provide a complete outline of how the prescriptive code requirements will be met
- Heat loss calculations per ACCA Manual J and the duct design as per ACCA Manual D for the structure
- For each fireplace in the home cut sheets/manufacture specifications need to be submitted for review and each fireplace clearly identified on the plan sheets
- A non-refundable deposit will be assessed at the time the plans are accepted for review
- ADDITIONAL INFORMATION MAY BE REQUIRED, including, but not limited to: Water, Sewer, Fire District, Recreation, and HOA approval letters.

*Drawings that do not meet the above requirements will be rejected, and required to resubmit!

Review Procedure

1. Once the application is submitted it will go to a permit tech for acceptance of the application. If the application is rejected the applicant will need to make the requested changes and resubmit.
2. After the application has been accepted it will then go under review with the applicable departments; to be determined by the type of permit.
3. The applicant will receive an approval or comments from each department throughout the review process. **It is recommended that applicants wait until they have received comments from all applicable departments before submitting the corrections.**
4. When all of the departments have approved the project the applicant will then have access to pay the applicable fees online with a CC or in the office with a check.
5. After the fees have been paid the applicant may be required to upload a Final Document Set, which is a combination of all the approved documents from each department uploaded into one submittal.
6. The Final Document Set will then be stamped and the permit will be issued
7. Inspections may now be scheduled
8. After all of the inspections have been approved and if applicable a Certificate of Occupancy will be issued. *the applicant may be required to provide additional final approval letters from Fire, Water, and Sewer Departments prior to the issuance of the Certificate of Occupancy.
9. Project Complete