



City of Orem

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

www.orem.org

Building Safety Division
801-229-7060
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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. Provide one pdf copy of plans and specs. Plans cannot be reviewed without the following information.

Current codes are 2015 IRC, 2015 IBC, 2015 IMC, 2015 IPC, 2014 NEC, 2015 IECC, and 2015 IFGC and 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, address, phone number and Utah State license number (if applicable)
 - d. Structural engineer's name, address, phone number and Utah State license number (if applicable)
 - e. Project address
 - f. Legal description – i.e. Subdivision, Plat and Lot or Tax ID number if Lot of Record

- 2) **PLOT PLAN: 2 Sets**
 - a. Recommended scale: 1/8" = 1'0"
 - b. Topographical plot plan for sloped lots
 - c. Lot dimensions
 - d. Building footprint with all projections and dimensions to all property lines and/or other buildings
 - e. North arrow
 - f. Easements
 - g. All existing and proposed finish lot corner elevations
 - h. Sewer and water lateral locations from street to house
 - i. Location of any and all retaining walls (four feet or higher ones require separate permits.)

- 3) **FOUNDATION PLAN: 2 Sets**
 - a. Recommended scale: 1/4" = 1'0"
 - b. Structural and architectural details
 - c. Footings, foundation, piers and grade beams
 - d. Post and girder intersections
 - e. Fireplaces – masonry or gas
 - f. Reinforcing spacing and size
 - g. Anchor bolt spacing and size

- 4) **FLOOR PLAN: 2 Sets**
 - a. Recommended scale: 1/4" = 1'0"
 - b. Full architectural plans, fully dimensioned and labeled
 - c. Include adjoining rooms, labeled as to their use with all window and door locations
 - d. All wall-to-wall dimensions
 - e. All rooms' finished ceiling heights
 - f. All window operations to be on the plans (slider, single hung, fixed, casement, etc.)
 - g. Floor framing plan showing and identifying all materials, sizes, spacing, etc.

- 5) **EXTERIOR ELEVATIONS: 2 Sets**
 - a. Recommended scale: 1/4" = 1'0"
 - b. Identify finish materials to be used
 - c. If stucco, provide two copies of current approved listing report
 - d. All four elevation views
 - e. Indicate finish grade location of building exterior

- 6) STRUCTURAL AND ARCHITECTURAL DETAILS: 2 Sets (to include all applicable from following)
 - a. Recommended scale: 1/4" = 1'0"
 - b. Structural framing details
 - c. 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.
 - d. Floor changes (i.e. slab-to-wood frame, elevation changes, etc.)
 - e. Handrails, guardrails and support details
 - f. Structural section with details of foundation, floor and roof levels
 - g. Cross-section view in each direction specific to the structure. Generic not acceptable
 - h. Suspended ceiling plan with support details (if applicable)
 - i. Identify all materials, material sizes, spacing, etc.
- 7) STRUCTURAL CALCULATIONS
 - a. Minimum of two (2) wet-stamped, wet-signed copies of all structural calculations
- 8) PREFABRICATED TRUSSES: 2 Sets
 - a. Roof framing plan with truss layout sheet identifying and showing locations of all trusses
 - b. Specify truss manufacturer on the drawings
 - c. Truss configuration and location
 - d. Structural engineer of record is to design truss bracing and provide calculations and detail on the plans at the time of the plan submittal
 - e. 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: 2 Sets 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: 2 Sets
 - a. Show all plumbing fixture and water heaters' locations
 - b. Show all floor drain locations
- 11) ELECTRICAL PLAN: 2 Sets
 - a. Service meter location and main breaker size in amps
 - b. Sub-panel location(s)
 - c. Identify all GFCI and Arc-Fault receptacle locations
 - d. Indicate locations of smoke detectors and CO detectors
- 12) STAIR DETAILS: 2 Sets
 - a. Stairway width, rise, run, landing length and headroom height
 - b. Handrail, guardrail and baluster details
- 13) ENERGY CALCULATIONS: 2 Sets
Energy compliance report based on the requirements of the 2012 International Residential Code (IRC) and Utah State Amendments. The most current version of the Department of Energy's REScheck computer-generated program based on the current IECC is generally acceptable.
- 14) STORM WATER POLLUTION PREVENTION/EROSION CONTROL PLAN (SWPPP): 3 Sets of application and site drawings (see SWPPP 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.
- 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