



BUILDING PERMIT: REQUIRED SUBMITTAL CHECKLIST

A Building Permit is required for all construction within Holladay City. Submitting all items listed below will greatly speed the review process. As per the International Building Code, permits are required when: “Any owner or authorized agent who tends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the 2015 ICC code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*.”

Work exempt from building permit: (contact the building department for comprehensive listing):

- One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 200 square feet.
- Fences, in the rear or side yards AND not over 6 feet high
- Retaining walls not over 4 feet high
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work
- Prefabricated swimming pools that are less than 24 inches deep, are not greater than 5,000 gallons and are entirely above ground

NOTE: It is in your best interest to contact the planning department if you plan to build any of these outdoor items, as location/height requirements are still in place, even if you do not need a permit from the building department.

Holladay City currently enforces the 2015 ICC Codes

Required for Commercial Building Permit Submittal

- Permit Application, completed
- **Completed zone worksheet**
- Complete Site Plan New buildings and additions need a with Zoning designation – See “*Site Plan Requirements*” **May also require Planning Commission Approval**
- Utilities “Intent to Service” letters for; water, gas, power, sewer
- Hydrant flow verification letter from water provider
- Architectural exterior elevations drawn to scale which include height elevations noted at; Basement floor, Top of Foundation, Finished Floor(s), Top Plate and Top of Ridge. *All elevations shall correspond to the submitted site plan topography*
- Plan review fee, based on project valuation (this number will be verified at plan review) Call 801-527-3890 for fee
- Two complete sets of plans, which need to include: architectural, structural, electrical, mechanical and plumbing.
- Engineering calculations
- Energy Analysis (2012 COMCheck or ASHRAE 90.1)
- Job Specifications (can be submitted in electronic format)
- Plans need to be wet stamped and signed by design professionals per state law.
- Fire sprinklers and alarm plans can be a deferred submittal and need to be submitted to the Unified Fire Authority for review and approvals 801-568-2930
- **Plans will be disposed of after 180 days if a permit has not been issued.**

Required for Residential Building Permit Submittal

- Permit Application, completed
- **Completed zone worksheet**
- Complete Site Plan with Zoning Designation – See “*Site Plan Requirements*” **May also require Planning Commission Approval**
- Utilities “Intent to Service” letters for; water, gas, power, sewer
- Hydrant flow verification letter from water provider
- Architectural exterior elevations, drawn to scale, shall include height elevations noted at; Basement floor, Top of Foundation, Finished Floor(s), Top Plate and Top of Ridge. *All elevations shall correspond to the submitted site plan topography.*
- All rooms or portions thereof must be dimensioned and to scale.
- Provide detailed architectural plans showing all proposed uses with window and door sizes throughout.
- Provide complete floor and roof framing plans to show joist and rafter direction, spacing and construction details.
- Provide typical wall section, showing wall, roof, footing, foundation and reinforcement.
- Exterior walls (shearwalls) must comply with IRC or walls must have lateral analysis by an engineer licensed by the State of Utah.
- Provide stair detail (minimum/maximum rise/run; nosing information; headroom; guard/hand rail height)
- Heat Loss Calculations (Manual J&D, Heating/Cooling system)
- RESCheck (Utah Energy Conservations Code)
- Provide complete engineer stamped truss details.
- Show load or structural implications from existing home or structures adjacent to additions or remodels that will affect the design or construction of such addition.
- Any addition or remodel of a residential occupancy requires the installation of smoke detector on each level and in each sleeping room. Carbon monoxide detectors need to be on each level where sleeping rooms are located.
- **Plans will be disposed of after 180 days if a permit has not been issued.**



BUILDING PERMIT: SITE PLAN REQUIREMENTS

All proposed development submitted for review by this department shall be accompanied by a site plan clearly illustrating proposed development and shall including the following details. Site plans shall be accurately drawn to scale of not less than 1" equals 20' and contained entirely on a sheet sized not less than 11"x17".

NOTE: If you are unsure of your property lines, a legal survey is highly recommended. To determine front setback measurements, if there is no curb, gutter or sidewalk, you must measure from the right-of-way line. In some cases, this may not be easily determined, and should be verified before drawing your site plan. For properties with curb, gutter and sidewalk, the front setback is measured from a point one (1) foot behind the sidewalk.

BASIC SITE PLAN: *additions, accessory buildings, pools, decks etc)*

1. Physical address, parcel number and property owner
2. Holladay zone designation, lot square footage
3. Scale and north arrow direction
4. Verified property line locations, dimensions and
5. Abutting street name & coordinate
6. Location & dimensions, in tabulation form, of all existing and proposed hard surfaces. Table format:

	Square Feet	% Of Total
Total lot area	-	-
Total building(s) footprint area	-	-
Total impervious area	-	-
Total landscaped area	-	-

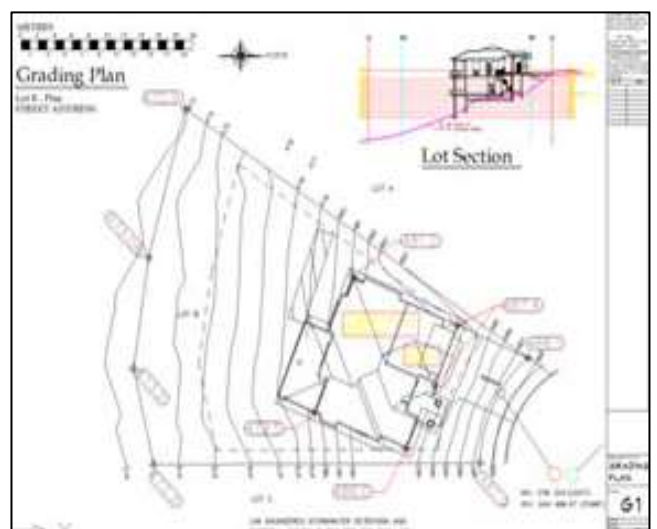
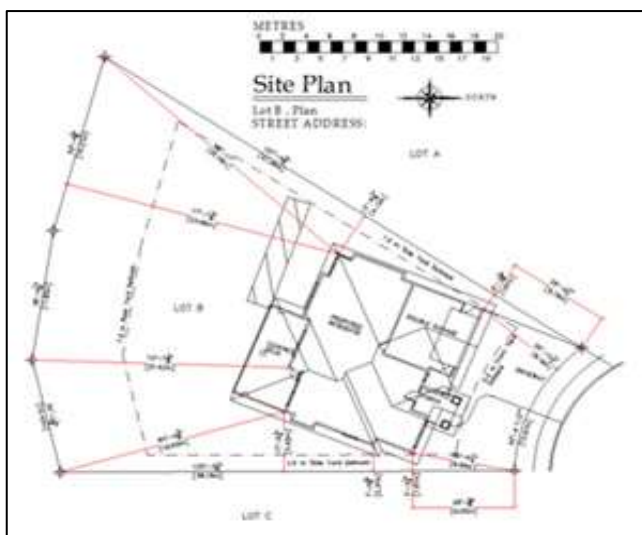
7. The size, shape, and location, including yard setback dimensions of all existing
8. Front, side, and rear yard setback dimensions from property lines to all proposed structures
9. Architectural Elevations with heights of each level, and top of ridge
10. Location of curb, gutter and sidewalk, if none exists show approximate location of edge of asphalt
11. Location and dimensions of public utility easements or other easements (information can be obtained from your subdivision plat on file at in the County Recorder's Office, Room N1-600)

MAJOR SITE PLAN (all of "Basic Site Plan"): *New or redevelopment*

1. The size, shape, & location of all existing landscape features including significant trees (as defined), waterways and streams,
2. Landscape plan including location, spacing, size, quantity, & type of all proposed plant materials & installation details,
3. Location and heights retaining walls, railings & fences,
4. Contour lines measured at feet above sea level indicating existing AND proposed grades at intervals not to exceed 2'
5. Proposed elevations table; Top of Footing (TOF), Top of Finished Floor (TOFF) and Top of Ridge (TOR) **all which shall correspond to submitted contour lines (#4) AND correspond each level of the exterior architectural elevations.**

Level	Elevation
Top of Footing	-
Top of Finished Floor	-
Top of Ridge	-
Overall Height: lowest elevation under highest point	-

6. Location of spot elevation at an immovable location (water meter, manhole cover etc.) – used as site benchmark for height verification
7. Location & type of surface water detention basins & other surface drainage facilities.
8. Show all existing & proposed public improvements; gutter, sidewalk and street tree(s) as required





BUILDING PERMIT PROCESS

This department implements the Iworq Permit Tracking software to record the following steps of the permit approval process. Applicants may follow each of these processes by logging into the contractor portal with their permit number at www.cityofholladay.com. Please refer to the City of Holladay Administrative Processes Manual for detail information on this and other processes by this Department.

