



Plain City Corporation  
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Plain City, UT 84404  
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Building Department

## ACCESSORY BUILDING PERMIT PLAN SUBMITTAL REQUIREMENTS

**PLAN SUBMITTAL REQUIREMENTS** - The following list of items is required for accessory building permit plan submittal. The Planning Department or the Plans Examiner may require additional information to complete their review. Building plans submitted without each item on this list are subject to longer review periods. **Please review and verify all items have been uploaded prior to submitting for permit.**

1. **BUILDING PERMIT APPLICATION** – All items with asterisks must be filled out:

- Applicant information, name, address, phone number, and email.
- Owner information, name, address, phone number, and email.
- Project information, address, lot number, subdivision, type of improvement/kind of construction, estimated valuation of project (*cost of materials and labor*).
- Architect/Engineer information.
- Contractor/subcontractor information, name, primary contact, phone number, address, email, and Utah State contractor's license numbers.

2. **SITE PLAN** - Drawn to scale; must include the following:

- Lot dimensions, lot size (*total square footage*), buildable area, easements (*Public Utility, Drainage, etc.*).
- North Arrow.
- Footprint of all structures with dimensions showing actual setbacks to property lines.
- Location of any retaining walls (*Engineering required for all retention exceeding 4'*).
- Show all hard surface areas new and existing (*Hard surface includes all structures, driveways, sidewalks, patios, etc.*).

3. **CONSTRUCTION DRAWINGS** - Drawn to scale; must include the following:

- Building Plans drawn to the current adopted International Residential Code (IRC), including the following:
  - All four elevation views (*Identify finish materials to be used and height of structure*).
  - Floor plans (*main floor, 2<sup>nd</sup> floor, etc.*).
  - Electrical, plumbing, mechanical plans.
  - Building/wall sections and notes as applicable.
- Structural plans with required stamps and signatures, including the following:
  - Footing/foundation plans.
  - Floor framing plans.
  - Shear wall plans.
  - Roof framing plans.
  - Structural schedule, details, and notes.
- Structural Calculations with required stamps and signatures.

4. **STORM WATER POLLUTION PREVENTION PLAN**

- If the building site is over 1 acre, or part of a common plan of development, a Notice of Intent (*NOI*) must be obtained from Utah Department of Environmental Quality, and a storm water pollution prevention plan (*SWPPP*) must be prepared and submitted.
- Plain City storm water acknowledgement form must be completed.

5. **EASEMENT RELEASE LETTERS**

- If building on an existing Public Utility or Drainage easement, letters from each utility company must be provided. It is the property owner's responsibility to research and verify all utility companies that impact your lot. (*Plain City Public Works, Rocky Mountain Power, Dominion Energy, Bona Vista Water, Pineview Water, Mountain View Irrigation, Century Link, Comcast, Connex, Warren Irrigation, Plain City Irrigation, etc.*).