



PLAN SUBMISSION REQUIREMENTS- SINGLE FAMILY DWELLING

PLEASE APPLY FOR YOUR PERMIT THROUGH OUR WASATCH COUTY PLAN REVIEW PORTAL. THE PLAN REVIEW PORTAL MAY BE ACCESSED THROUGH THE ONLINE ADDRESS

www.wasatchcounty.gov/Building

Design Element Criteria for Wasatch County may be found using this link

www.wasatchcounty.gov/forms-checklist-maps then click the PDF named (Design Criteria for Wasatch County)

*****As of April 8, 2025, the following documents are no longer required for a complete submittal*****

- Gas Schematic—required to be onsite for Gas Line Test & Schematic inspection.
- Manual J & D Heat Loss Calculations/Duct Design—required to be onsite for 4-Way inspection.
- Fire Sprinkler Plans and Calculations—If required need to be onsite for your Rough Fire Sprinkler Inspection.
- Truss Package (manufactured trusses)—required to be uploaded to the inspection portal and approved prior to requesting your roof framing inspection.

A complete truss package must include the following:

- 1) Review approval letter from the Engineer of Record -This must be stamped and signed by the engineer of record
- 2) Truss Layout
- 3) Truss Drawings- All truss sheets must be stamped and signed by the truss manufacturer's engineer

THE FOLLOWING ITEMS MUST BE PROVIDED/SUBMITTED FOR A COMPLETE SUBMITTAL:

To complete the online permit application, you will need the following information: PLEASE NOTE It is recommended you gather the required application information prior to entering the information in the online form. If the system times out or goes into sleep mode, the information entered in the application will NOT be saved. Please complete the application in a timely manner.

- a. Property owner's full legal name as it's recorded on Wasatch County Tax Records, email address, phone number and mailing address
- b. Parcel number
- c. Architect/Engineer's name, phone number and email address
- d. General, Mechanical, Plumbing and Electrical Contractor's business name, phone number, state business license number, email address and business address. Please note if the project will be constructed as an owner builder please complete and upload the Owner Builder Agreement.
www.wasatchcounty.gov/forms-checklist-maps
- e. If the project will be constructed as owner/ builder, please enter the owner information in the required general and subcontractor fields. Please enter 999-999-9999 for the phone number and N/A in the license number. You must upload an Owner/Builder Certification
- f.

*** THE EMAIL ADDRESS ENTERED IN THE CONTRACTOR EMAIL ON OUR PLAN REVIEW PORTAL MUST MATCH THE EMAIL ENTERED TO CREATE THE BUILDER ACCOUNT FOR INSPECTION REQUESTS IN ORDER FOR THE ACCOUNTS TO LINK CORRECTLY ***

Please be aware ALL submitted files are required to be a PDF file, all other files will not be accepted.

Please be sure to name all files according to the naming pattern on Wasatch County Building Department

homepage www.wasatchcounty.gov/building-permit-application

1. Property Owner Authorization Form -If the person other than the property owner is applying for the building permit and/or the property is not recorded in sole ownership a Property Owner Authorization Form is required to be submitted. This form may be found on our website under the Forms, Checklists, Instructions and Maps www.wasatchcounty.gov/forms-checklist-maps
2. Site Plan must reflect the following:
 - a. setbacks and overhangs for setbacks

- b. easements
- c. property lines
- d. topographical details, if the slope of the lot is greater than 10%
- e. retaining walls
- f. hard surface areas
- g. curb and gutter elevations as indicated in the subdivision documents
- h. existing and proposed utilities, including water meter and sewer lateral location, sewer, and subsurface drainage facilities
- i. street names
- j. driveway locations
- k. defensible space provisions and elevations, if required by the Utah Wildland Urban Interface Code adopted under Section 15A-2-103
- l. the location of the nearest hydrant

*Please Note: For structures on parcels over 1 acre site plan shall include the total disturbed area in square feet, including the footprint of the structure being applied for, and the area of areas improved for motor vehicles, such as driveways and parking areas. **If the total disturbed area is 1 acre or more an engineering permit is required to be submitted with your permit application**

3. Construction plans and drawings must be designed to and reflect the 2021 International Residential Code for architectural and 2021 International Building Code for structural and must include the following:
 - a. foundation plan showing footing locations and sizes, hold down locations and foundation wall information.
 - b. floor plans showing shear walls, strap locations, general floor plan information, including window, door sizes, egress and rooms labeled with their use.
 - c. framing plans showing truss/joist layout and supporting beam and column locations.
 - d. structural details and schedules all structural sheets need be stamped by the engineer if record
 - e. elevations showing each side of the structure with the natural grade line reflected and labeled and the height from that line to the highest point of the roof reflected and labeled.
 - f. cross Sections
 - g. detail bubbles need to include page
 - h. locked plans will not be accepted. The engineer should be locking his/her stamp only and not the entire sheet/file
 - i. electrical, mechanical and plumbing design

4. Structural engineering calculations must be designed to and reflect the 2021 International Building Code and stamped and signed by the engineer of record

5. Res Check

- a. Please be sure to sign and date the Res-Check and include all pages of the Res-Check. If using the Utah Energy Conservation Code, the ResCheck must have a passing score of 5% or better
 - i. If you do not provide a Res Check, please be sure to include a minimum insulation table on the cover sheet of your Complete Plan Set

6. Plan Review Fee

- a. You will submit your project for review before paying the plan review fee. We will email an invoice to pay the plan review fee. Fees may be paid with check or card online only. Please note all payments must be made online. No payments are accepted in the office. The email may also include corrections items/requests for missing documents. Please be sure to submit your project for review after the payment and other applicable correction items have been addressed.

7. Septic Approval Letter only applies when your proposed project is located within an area where a septic system will be used for wastewater, or your property has an existing septic system. For more information, please contact the Health Department at (435)657-3264

****Please Note If you are in a Wildland Fire area, you will need to provide/submit the following documents in order to complete your submittal****

8. Fire Hazard Severity Form

- a. This can be found on our website, under "Fire Forms" Please be sure to make one selection for all sections of the form.

9. Landscape Plan -Required even if no landscaping will take place. This is to ensure there are no crowns of trees within 10 feet of the structure. Landscape plan must reflect the existing and proposed species of vegetation on the property and the distance from any existing/proposed trees to the proposed structure

10. Propane Permit Application- Only applies if propane will be used. The Propane Permit Application Form may be found on our website under Fire Forms www.wasatchcounty.gov/forms-checklist-maps

PLEASE BE SURE TO HIT 'SUBMIT FOR REVIEW' TO SEND YOUR PROJECT BACK
FOR REVIEW AFTER ADDRESSING CORRECTION ITEMS