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## RESIDENTIAL PLAN SUBMITTAL CHECKLIST

Below is a list of requirements to submit with building plans and an application for residential permit review. Digital plans are the only accepted form of submittal. Applications and all supporting documents must be submitted to [loganplanreview@loganutah.org](mailto:loganplanreview@loganutah.org). Each required document shall be in PDF form, properly titled, digitally stamped, with plans unlocked for editing purposes. If any items are missing from the initial submittal, the submittal will be considered incomplete and the review process will not begin until a full submittal is received by the Logan City Building Department.

### BUILDING PERMIT APPLICATION & DOCUMENTS

- Applicant's name, address, contact phone number, and email address
- Subdivision name, phase number, lot number
- Property tax identification number
- All contractors' names, State Contractor license numbers, and contact phone numbers
- Submit proof of ownership of property and copy of County Plat Map
- Owner-builders must sign the "Owner/Builder Certification Form"
- Storm Water Plan
  - Option A: Full Storm Water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) – required for review and approval if the amount of land that will be disturbed is greater than 1 acre or part of a larger "common plan of development"
  - Option B: Erosion & Sediment Control Plan – if the total amount of land disturbed is less than 1 acre and is not part of a larger "common plan of development"

### SITE PLAN

- Show all property lines with dimensions
- Show all setbacks in feet and inches. This includes front, rear, and all sides
- Include building footprint showing all projections (porches, exterior stairs, chimneys, etc.)
- Site plan must show location of all easements, accesses, and right of ways
- Show sidewalk, curb, and gutter
- Detail elevation of foundation relative to the curb/gutter
- Sloped lots shall show existing slopes and proposed slopes. Show drainage and retention of storm drainage on lot.

### BUILDING PLANS

- Complete floor plans for each floor, including electrical diagrams
- Layout of main floor with measurements
- Layout of basement walls. Show measurements. Specify finished or unfinished
- Layout of additional floor levels with measurements
- Label all rooms as to use (bedroom, dining room, kitchen, etc.)
- Show kitchen and bathroom counters/cabinets
- Garage/Carport. Show fire separation, fire doors etc. Show location of stairs and rails
- Show all doors- sizes and direction of swing
- Windows- show sizes and types. Specify opening style, tempered glazing, etc.
- Attic access location and size
- Provide engineering and calculations, if required by code
- Show all braced wall panels and specify materials (plywood, drywall, etc.)

### FOUNDATION PLAN

- Show all footings, foundations, piers etc. Each element shall be detailed as to size, reinforcing details,

bolting details, etc.

- Show steps in footing/foundation
- Specify location of foundation straps and hold-downs

FRAMING DETAILS

- Show floor-framing details. Specify joist type and size, beam and header sizes, etc.
- Show roof-framing details. Specify roof framing materials, roof sheathing materials, girder locations, beam and header sizes
  - CROSS-SECTIONS
    - Cross-sections shall be specific to the structure
    - Show wall framing details (stud size, spacing, height of walls, etc.)

EXTERIOR ELEVATIONS

- Show front, rear, and side elevations for final grade, including retaining walls and engineering
- Exterior finish materials (brick, vinyl siding, efis, etc)
- Show roof covering materials, cantilevers, dormers, railings, stairs, etc.

STAIR DETAILS (Interior and exterior) These details shall be specific to this plan (not a typical detail).

- Rise, run, and landing dimensions
- Width of stairways
- Handrail, guardrail, and balusters
- Head height

ELECTRICAL PLAN (This may be shown on floor plans if sufficient clarity is provided.)

- Show panel sizes and locations
- Show all outlet locations
- Show lighting and switches
- Show locations of all smoke detectors
- Specify AFCI locations (all outlets in a sleeping room shall be protected by Arc-Fault Circuit Interrupter)
- Specify GFCI locations (all outlets serving kitchen counters, in bathrooms, unfinished basements, in garages or located outside must be protected by GFI-Ground Fault Circuit Interrupters)
- 2012 IRC Code requires tamper resistant receptacles in the whole house

PLUMBING/HEATING PLANS

- Manual J to be submitted with plans. See Mechanical contractor for assistance
- Show all plumbing fixtures (toilets, sinks, washer, floor drains etc.)
- Show all Heating and Air conditioning appliances and locations. Show attic and under floor appliances as well and detail size of appliances, if possible.
- Show all gas fired appliance locations (fireplaces, unit heaters, baseboard heaters, etc.)
- Show combustion air size for gas fired appliances. This is sized per the BTU rating of all appliances it serves.

MODEL ENERGY CODE ANALYSIS (Two options available.)

- OPTION A: Provide a REScheck (energy efficiency). This program is available online at [www.energycodes.gov](http://www.energycodes.gov). This must be an accurate profile of your homes energy compliance. It will detail furnace efficiency requirements, minimum insulation requirements, window U value requirements, and other energy compliance items.
- OPTION B: Prescriptive method (recommended.)
- Use IRC requirements:
  - Window U-value of  $\leq .32$
  - Insulation R value of R-49 (R-38 permitted when energy trusses are used)
  - Walls R-21
  - Floors R-21
  - Basement walls R-11
  - Crawl space walls R-20
  - Slab perimeter R-13
  - Depth – 4 ft.