



5400 West Civic Center Drive ~ Suite 1
Highland, UT 84003
Phone 801-772-4516 Fax 756-6903
Community Development Department

Detached Accessory Structure Building Permit Checklist

Detached Accessory Structure Submittal Requirements:

- Completed and signed building permit.
- Two complete sets of working drawings.
- Two scaled site/plot plans on 8.5"x11" paper.
- Architectural review committee approval signature/release form.
- Gas piping diagrams showing BTU's for each appliance; and footage only.
- Any easements on the lot including the Public Utilities Easement (10').
- The grade of the building signed stamp with provided information on plans.
- Accurate setbacks and elevations.
- Square footage of existing accessory structures on lot.
- Both sets of plans with engineer requirements must be wet stamped.
- Footing and foundation detail showing steel requirements.
- Shear wall definitions, locations, and connections.
- Hold down definitions and locations.
- Roof design with complete truss packet at time of 4-way inspection.
- Post and beam sizes and locations.
- \$45.00 Plan Check fee due at submittal.

Regulations:

- Plans will only include what will be built (options shown are not approved).
- Height may not exceed 25 feet - measured to the highest peak from the top of the foundation on the elevation on the high side of the lot.
- The grade of the building (finished grade at the highest point touching the foundation may not exceed 12% slope from the top back of curb; exposed foundation may not be taller than 24 inches- see attached handout with this application).
- Elevations must show the actual grade of the lot where the building is being built. If our grading plan shows a drop or rise in elevation on the lot you have submitted a plan for and the elevation drawing does not reflect this change of grade, then the plans will be rejected.
- Environmental fence installed on property lines contiguous with open space, park, or trail.

Date _____

Signed _____