



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

Addition Building Permit Checklist

Addition Submittal Requirements:

- Building Permit Application: Owner's name, subdivision name, plat, lot number, and street name(s) that front on any side of the property.
- One (1) complete set of working drawings. **(36" x 24" only) To Scale.**
- Two (2) scaled site/plot plan on 8.5"x11" paper. Showing easements including the Public Utilities Easement (10')
- Accurate setbacks on each side of the building from the nearest property line measured from support posts, cantilevers, bay or box windows or any hard wall line from property line.
- Elevations to scale with dimensions shown from grade to the highest peak of the roof. Height may not exceed 35 feet – measured to the highest peak from grade to the elevation on the high side of the lot.
- Architectural review committee approval signature/ architectural committee release form.
- Plan with engineer requirements must be wet stamped, and one (1) set of Structural Calculations and Res check.
- Footing and foundation detail showing steel requirements.
- Shear wall definitions, locations, and connections with hold down definitions and locations.
- Post and beam sizes and locations.
- Environmental fence installed on property lines contiguous with open space, park, or trail.
- \$45.00 Plan Check fee due at submittal.

Date _____

Signed _____