

Steps to Obtaining a **Residential** Building Permit

Process takes about three weeks

1. Verify that the subdivision is completed to a point that building permits can be issued. (May effect first buildings in new subdivisions or phases of subdivisions.)
2. **COMPLETE BUILDING PERMIT APPLICATION**
Completely fill out the shaded portion of the building permit application and sign the application. All boxes that apply to your project must be completed this includes contractor information.
3. **SUBMIT COMPLETED CHECKLIST, PLANS AND SUPPORT DOCUMENTS**
See attached checklist for complete submittal requirements
4. **PLAN REVIEW PROCESS**
 - a. Submissions are reviewed on a first come first served basis regardless of complexity.
 - b. A correction list will be created if any modifications of the plans are necessary to provide clear understandable plans. (Plan clarity is defined by the plans examiner)
 - c. You will be notified by phone that the plans have been checked and either are ready to be issued or need corrections.
 - d. Once plans are returned to the Building Department after the corrections are made they will be check against the correction list. (One to two working days is required for this step)
 - e. Corrected plans are stamped, prepared for permit and are taken to the City Treasurer's office to be picked up. Applicant is notified by phone that their permit is ready.
5. **PLANS ARE NOW READY TO BE PAID FOR AND ISSUED A PERMIT NUMBER.**
Multiple checks will be needed to pay for the permit. Those checks are listed below.

Check #1 – Heber City - this check is for all city impact fees listed below and building permit fee, which is not determined until the plan review has been completed. That fee is IN ADDITION to the fees listed below (**for estimate purposes only** – the permit fee averages between \$2000-\$3000)
This check is paid in the Treasurer's Office.

Water Impact Fee – 2901.00
Sewer Impact Fee – 1800.00
Storm Sewer – 603.00
Roads and Transportation – 1219.00
Parks & Recreation – 538.00
Water Meter – 250.00
Construction Water – 50.00
Completion Bond – 1000.00

Check #2 – Heber Valley Special Service District - \$3290.00, paid in the Treasurer's Office

Check #3 – Wasatch County – Fire and Garbage Impact Fee - \$320.00. A receipt from Wasatch County showing payment is required before Heber City will release the permit.

Check #4 – Heber Light & Power – Impact Fee – varies depending on amperage of the home – approximately \$1900.00-\$2200.00. Please contact Heber Light & Power at 435-654-1581 for the exact amount. A receipt from Heber Light & Power showing payment is required before Heber City will release the permit.

(These fees are current as of 6/14/2009 and are subject to change, call to verify)

Design requirements are listed on the opposite side.

DESIGN REQUIREMENTS
(All buildings must be engineered)

Roof Snow Load	See spread sheet on page 3 for loads based on elevation
Ground Snow Load	86lbs.
Wind Load	90 (3 second gust)
Wind Exposure	C
Seismic Design Category	D*
Response Acceleration values of	Ss = .75 or greater Si = .30 or greater
Floor Load	40lbs/sqft
Frost Depth	36"
Soil Site Class	D**

*Seismic Design parameters are per IBC/NEHRP provisions. Using Latitude and Longitude for Heber City the above response acceleration values have been obtained.

Do not use zipcode to obtain response values, they are incorrect!

**Soil site class D will be assumed unless conditions appear to warrant a soils report for the site.

Engineering packets should show derived values of Sds and SDi for the building project.

The engineering packet needs to be clear, if the packet does not included drawings showing shear walls and beams, etc. then the text must be clear to determine which walls are which and requirements for each shear wall.

Pages and pages of computer printout of ambiguous numbers will not meet this requirement.

Engineers wishing to employ perforated shear walls need to include details showing how the openings are to be strapped and nailed.

Wasatch County (1608.1.2)

Heber in shaded area.

$$P_g = (P_o^2 + S^2(A - A_o)^2)^{0.5}$$

Pf= minimum flat roof load

P_o
86

S
63

A_o
5.0

Elevation

A

P_g

Pf min.

5000	5.0	86.0	60.2	60.2
5100	5.1	86.2	60.4	60.4
5200	5.2	86.9	60.8	60.8
5300	5.3	88.1	61.6	61.6
5400	5.4	89.6	62.7	62.7
5500	5.5	91.6	64.1	64.1
5600	5.6	93.9	65.8	65.8
5700	5.7	96.6	67.7	67.7
5800	5.8	99.7	69.8	69.8
5900	5.9	103.0	72.1	72.1
6000	6.0	106.6	74.6	74.6
6100	6.1	110.4	77.3	77.3
6200	6.2	114.5	80.2	80.2
6300	6.3	118.8	83.1	83.1
6400	6.4	123.2	86.2	86.2
6500	6.5	127.8	89.4	89.4
6600	6.6	132.5	92.8	92.8
6700	6.7	137.4	96.1	96.1
6800	6.8	142.3	99.6	99.6
6900	6.9	147.4	103.2	103.2
7000	7.0	152.6	106.8	106.8
7100	7.1	157.8	110.5	110.5
7200	7.2	163.1	114.2	114.2
7300	7.3	168.5	117.9	117.9
7400	7.4	173.9	121.8	121.8
7500	7.5	179.4	125.6	125.6
7600	7.6	185.0	129.5	129.5
7700	7.7	190.6	133.4	133.4
7800	7.8	196.2	137.4	137.4
7900	7.9	201.9	141.4	141.4
8000	8.0	207.6	145.4	145.4
8100	8.1	213.4	149.4	149.4
8200	8.2	219.2	153.4	153.4
8300	8.3	225.0	157.5	157.5

Same for : Summit County



RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

Name of Applicant _____

Building Address _____

Lot # _____ Subdivision _____

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the items has been verified, sign the bottom of the form and you are ready to submit the form with your application and plans for building inspection department review.

SPECIFICATIONS

Roof Snow Load	70lb. minimum or based on elevation, whichever is greater
Ground Snow Load	86lb.
Frost Depth	36"
Wind Load	90 (3 second gust)
Wind Exposure	C
Seismic Design Category	D

BUILDING PERMIT APPLICATION (complete all items on the shaded half of permit application)

- _____ Correct building address
- _____ Correct 14-digit tax serial #
- _____ Complete Engineer information
- _____ Complete **all** contractor license numbers & info.
- _____ Sign application

DO NOT FILL OUT ANY PORTION OF THE BUILDING FEE SCHEDULE

SITE PLAN

- _____ Drawn to scale with scale indicated
- _____ North arrow
- _____ Lot dimensions all sides
- _____ Size and location of any easements or right of ways
- _____ Names and locations of **all** adjacent streets
- _____ Location of proposed and existing structures or additions
- _____ Setback dimensions front, rear, and all sides
- _____ Outside building dimensions and distances between buildings on building site
- _____ Driveway, exterior stairs, landings, patios and decks
- _____ Relative elevations of top of foundation and lot corners
- _____ Proximity of building to slopes greater than horizontal to vertical showing steepness and height of slope
- _____ Location, type and elevation, size and height of any retaining walls
- _____ Distance to closets fire hydrant _____ft. if not in subdivision

BUILDING PLANS

- _____ Two sets of engineered plans required. (All structures must be engineered)
- _____ Identify structural options which will be used on plans and cross out all others
- _____ Footing plan with all continuous and spot footing sizes, locations and reinforcement

- _____ Floor plan layouts and use of all rooms, including future uses of unfinished spaces. (NOTE: “bonus” room is not a use, please clarify)
- _____ Dimensions for overall length and width of building
- _____ Complete dimensions of all rooms, decks, porches, landings, halls, stairs, cantilevers, bearing walls, and column locations
- _____ Sizes and types of doors
- _____ Sizes and types of windows (safety glazing) egress etc.
- _____ Window wells with depth and dimensions and egress ladders
- _____ Egress windows greater than 5 feet tall are required to provide window details showing locking mechanisms
- _____ Fire separation between house and garage
- _____ Stairway landings, rise, run, handrail, and headroom heights for interior and exterior stairs
- _____ Guard height and pattern
- _____ Building elevations (exterior views)
 - _____ Front
 - _____ Rear
 - _____ All sides
 - _____ Finish grade lines on all sides must be 6” below plate line
 - _____ Depth of footings below finish grade
 - _____ Pitch of roof
 - _____ Finish materials – exterior finish material
 - _____ Attic ventilation and access
 - _____ Crawl space ventilation and access
 - _____ Cross section drawn **SPECIFICALLY** for this structure. Materials to be used may be listed as typical.
 - _____ Typical footing size, depth, and reinforcement
 - _____ Foundation wall height, thickness, and reinforcement
 - _____ Masonry fireplace and chimney details with reinforcement & anchorage
 - _____ Wall material, stud size and spacing, wall sheathing, interior finish, weather barrier, exterior finish, and masonry veneer.
 - _____ Floor sheathing
 - _____ Solid blocking at all bearing points & where required
 - _____ Roofing material and sheathing
 - _____ Framing details
 - _____ Truss layout sheet
 - _____ Trusses designed for HVAC unit
 - _____ Grade and species of lumber if stick built
 - _____ Size and material of all beams, headers, and columns
 - _____ Rafter size, spacing, spans, and ties and/or truss layout
 - _____ Joist size, spacing and spans
 - _____ Bearing wall construction, and identified on plans
 - _____ Shear wall panel details, materials, connections, hold downs, and locations

INSULATION

- _____ R-factors for walls, attics, and floors over unheated spaces
- _____ Provide heat loss calculations
- _____ Installer certificate posted on site
- _____ Document showing energy analysis indicating compliance with 2006 IECC

ELECTRICAL DETAILS

- _____ All receptacle & switch locations
- _____ All light and fan locations
- _____ GFCI's indicated interior, W/P GFCI exterior/arc fault all bedroom receptacles
- _____ Smoke detector locations,
- _____ CO locations
- _____ Sub-panel location
- _____ All bedrooms to be on ARC-fault circuit interupters (AFCI) breakers

PLUMBING DETAILS

- _____ Location of all plumbing fixtures including layout for future fixtures
- _____ Floor drains, water heater, clothes washer and dryer locations

MECHANICAL DETAILS

- _____ Furnace location
- _____ Combustion air location(s)
- _____ Working platform & catwalk indicated on plans w/ equipment in attic
- _____ Pole/other barriers in garage

My signature below indicates that I have carefully reviewed the plans and verified that all of the items above have been included. I have checked each item or indicated N/A for items that do not apply and have insured the plans and submittal are complete. I understand that if all requirements are correct, the permit will be ready for issuance upon review completion. I further understand that all permits will be processed in the order of submission.

Applicant's Signature

Date