



**Building Department**

5400 West Civic Center Drive ~ Suite 1  
Highland, UT 84003  
Phone 801-772-4516

**PLAN SUBMITTAL REQUIREMENTS FOR ACCESSORY STRUCTURES**

- Application form
- Fee: A non-refundable plan review fee will be assessed at the time of plan check submittal.
- Plans prepared by an architect or engineer must be stamped and signed by the architect and/or engineer.
- A site plan showing all existing and proposed structures on the property and the setback distances between structures and from the property lines.
- Indicate on the architectural plans that the structure is designed to meet the 2021 IRC as amended by the State of Utah.
- A note stating the actual construction will comply with applicable local ordinances and building codes.
- Floor plans for each level including unfinished basements and habitable attic spaces.
- Drawings that show the following elevations:
  - A. Elevation of curb and gutter.
  - B. Elevation of final grade.
  - C. Top of foundation.
  - D. Finished floor elevation(s).
  - E. Top of wall elevation(s).
  - F. Roof ridge elevation.
- Section sheets drawn to scale that show the thermal envelope.
- Architectural details.
- Mechanical electrical and plumbing plans.
- Structural plans drawn to scale.
- Structural details.
- Structural calculations. (Unless specified otherwise, the structure needs to be designed as a Risk Category II structure.)
- A copy of a Res-Check analysis or provide a complete outline of how the prescriptive code requirements will be met.
- A copy of the heat loss calculations per ACCA Manuals J/S and the duct design as per ACCA Manual D for this structure.
- An estimated permit value. Permit valuations shall include total value of work, including materials and labor for which the permit is being issued.
- Home-Owners Association approval letter.

\* Drawings that do not have all the above information may not be allowed to be submitted for plan review. \*