



HIGHLAND CITY

Building Department

5400 West Civic Center Drive ~ Suite 1

Highland, UT 84003

Phone 801-772-4516

PLAN SUBMITTAL REQUIREMENTS FOR REMODELS OR ADDITIONS

- Complete online permit application form on My City Inspect.
- A non-refundable plan review fee will be assessed at the time of plan check submittal.
- Plans that have been prepared by an architect or engineer must be stamped and signed by the architect and/or engineer.
- Indicate on the architectural plans that the project 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.
- Applicable structural calculations.
- Applicable structural drawings.
- Floor plan that shows the existing floor plan and the proposed floor plan.
- For additions, provide elevation drawings showing the proposed grade, top of foundation, top of the finished floor, top of wall, and roof ridge elevations.
- Provide section drawings showing how the thermal envelope will be constructed.
- Electrical plan including but not limited to the location of all receptacles, lighting/switch locations, carbon monoxide and smoke detector locations, and the location of all electrical sub-panels.
- An estimated permit value. Permit valuations shall include the total value of work, including materials and labor for which the permit is being issued.
- For additions, a site plan showing all existing and proposed structures on the property and the setback distances between structures and from the property lines.
- For additions over 500 sq. ft., a REScheck, a HERS Rating Report, or a complete outline of how the prescriptive code requirements will be met.
- For additions, provide Manual J/S/D calculations and duct design or other approved design.
- Any other pertinent information needed to accurately reflect the entire scope of work.

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