



HIGHLAND CITY

Building Department

5400 West Civic Center Drive ~ Suite 1

Highland, UT 84003

Phone 801-772-4516

PLAN SUBMITTAL REQUIREMENTS FOR A DWELLING UNIT

- 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 prepared by an architect or engineer must be stamped and signed by the architect and/or engineer.
- A copy of a site plan. Site plan requirements:
 - A. All existing and proposed structures on the property and the setback distances between structures and from the property lines.
 - B. The square footage of the lot.
 - C. The footprint square footage of the proposed structure and any existing structures. This area should not include any future structures or future nonpermeable surfaces.
 - D. The square footage of ground-level decks, porches, sidewalks, driveway, and any other non- permeable surfaces.
 - E. The actual slope of the driveway.
- Indicate on the architectural plans that the house 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. Garage slab elevation.
 - D. Top of foundation.
 - E. Finished floor elevation(s).
 - F. Top of wall elevation(s).
 - G. Roof ridge elevation.
 - H. Actual slope of the driveway.
- Section sheets drawn to scale that show the thermal envelope.
- Architectural details.
- Electrical plans.
- Structural plans drawn to scale.
- Structural details.
- Structural calculations.
- A copy of a Res-Check analysis, HERS Rating Report, 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 or other approved design.
- An estimated permit value. Permit valuations shall include total value of work, including materials and labor for which the permit is being issued.

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