Springville Online
City Inspect
Plan Submission and Management Directions

This document is intended to aid you in creating an account and managing your building projects through City Inspect, an interactive, web-based permit management software. This software allows for real-time submission of plans, response to reviews, scheduling of inspections, uploading changes and inquiries of your projects. The following information will assist you in better understanding how to use the program.

First Step

Create a user account by clicking on the link below or by clicking on the Apply for a Building Permit button on Springville City's website at www.springville.org/permits.

> City Inspect Link
> https://springville.cityinspect.com/register?registration_id=15989d4f23a6be

Please make sure the contact information on the permit is correct and the email address you will use for your permit submissions is the same as the contact information. This will be your identifier to all permits of which you are associated with.

If you would like to be the default contact for inspections, reviews and any other information, please make sure you add your email to the contact email block. If multiple emails are needed, please add a comma or semicolon between email addresses.

Second Step

Once you have created an account you can start to manage your permit submissions and issued permits. The more information you provide the quicker and easier it will be to submit future permits and manage them. This also aids staff in providing the most efficient service to you and your team.

CITY INSPECT OPTIONS

Build a submission for review and application

This option allows you to create a pre-submission file that you can add documents and information to, as well as edit and remove any items necessary to prepare for a submission. This option will allow you to track the status of your building permit.

Submit an application

This option allows you to upload your prepared submission with plans and/or supporting information without any size limitations or blocks to the system. More information will be provided below on the submission blocks and what documents go where.

Some items to keep in mind when submitting for a building permit is that by legislative action certain items must be approved by other groups or entities before the Building Division can accept an application (such as, the irrigation company, SWPPP management, Development Review Committee for site plans (if non-residential), water share appropriations and power departments). The fees must be paid to those parties, with evidence of payment, prior to submitting for a permit. Once these items are received, a completeness check will be started.

Manage Review Process

This option allows you to submit plans or responses to items that have either been rejected or comment have been made on the plans while the review is still occurring. You can review the status of the review anytime. Anything that is uploaded or responded to will automatically create a work order for the Building Division to address.

Permit Approval

A temporary permit file will be created until payment is received. Once the permit has been paid for, the permit will move to an issued permit status which now allows the scheduling of inspections.

Inspection Management

Approved plans are required to be followed for inspections.

This feature allows you to view the progress of the project and will allow you to request inspections as needed for completion.

Inspections are requested in am/pm blocks. The option to add additional information as to a pour time if doing concrete work to ensure the inspector can be there prior to that time. This also allows the Building Division to perform more inspections each day with our current staffing.

You will be limited on scheduling certain inspections unless the previous required inspection types have been cleared or passed.

If you need to provide information for an inspection you can upload additional information to the file as needed to ensure progress is not slowed.

Occupancy/Completion Certificates

The Building Division can manage when the Certificate of Occupancy and Certificate of Completion are generated. You will have access to these documents at any time after they are created and approved. Please make sure the information submitted is correct and all inspections are satisfied.

Submission Requirements

Submission requirements can be found online at https://www.springville.org/community-development/building-division/.

The different types of building permits are listed below:

- Accessory Building
  (includes detached garages)
- Addition
- Attached Garage
- Awning
- Basement Finish
- Building
- Carport
- Cell Tower
- Commercial – New Build
- Commercial TI
- Deck/Porch
- Demolition
- Electrical
- Fence (over 7 ft in height including stem wall)
- Mechanical
- Multiple Family Dwelling
- Other
- Plumbing
- Pool
- Remodel
- Retaining Wall
- Roof
- Shell Only
  (commercial shell no occupancy designated)
- SFD – Single Family Dwelling
- Sign
- Solar

SUBMISSION ITEMS

The following will explain what information or type of plans should be included when uploading documents to satisfy the submission requirements for permits. Some of the items are general information that may require additional follow-up pending the work to be done. All plans are required to be to scale or appropriately dimensioned and clearly documented to determine compliance with construction laws and ordinances.

Items listed below with an asterisk (*) will be a required submission to apply online. Others may be a reference or optional if it applies to your project, but may not apply to all types of projects.

Checklist*
Several checklists are available to assist you with obtaining the necessary information and submitting it to the Building Division to review, approve and validate compliance with State and Federal laws and ordinances. The checklists are available on Springville City's website at https://www.springville.org/community-development/building-division/.

It is required that you mark either "satisfied" or "not applicable" on each of the items on the checklist and sign and date the checklist when you apply for a building permit.

Application*
The building permit application is an online form available on City Inspect. All required information must be filled out and signed by the applicant to initiate the review process. Please provide as much detail as possible in each description area to assist the Building Division in determining the intent of the work/project and what is needed for the review.

Site Plan*
The site plan includes the lot showing set backs or distances to surrounding properties, other structures and grades to show drainage and any retention, ditches, wells or septic tanks. If it is a non-residential property, the site plan is the one approved by the Development Review Committee.

Elevations*
These are side views of the proposed structures including grading proposals, finish materials and appearances of the building, height dimensions from grade to peak and mid-gable measurements.

Floor Plans for Each Level*
If not provided with the architectural drawings, this would include the floor layout and all walls, partitions, doors, windows and fixed or permanent equipment locations with their proposed uses identified.

Engineering* (also known as Structural Drawings)
This includes the structural drawings and details for the project provided by your structural engineer of record and **must include the stamp and signature of the engineer.**

Code Analysis Sheet*

This is a sheet provided by the designers that include the scope of work and the applicable codes that the project is designed to. This should include the allowable area, occupancy groups, occupancy loads, fire resistive construction requirements, number of exits required, plumbing fixtures required and accessibility requirements. **This is required to be stamped by design professional.**

Soils Report*

This is a geotechnical study performed by third-party that will address site conditions including: slopes, retention, soil-bearing capacities, seismic considerations, faulting (if present), water depth and recommendations for building design for structural components.

Gas Line Diagram

Schematic of the gas line installation that includes the length, size and location of gas piping, the operational pressure of the system and the BTU's or CFH demand of appliances as part of the system.

Manual D J and S Compliance*

For residential locations this includes a comprehensive load calculation of the heating and cooling factors for the building. This is used to properly size the equipment for the building. This will also include the design of your ducting system required to show the size, static, location of outlets/inlets and cfm demand for each location. This is required to be followed at time of installation.

Heating/Cooling Load Calculations*

This is similar to the Manual D, J and S submission requirements other than it is for non-residential locations. This is a calculated load to establish the necessary sizing of equipment and ducting to accomplish the conditioning aspects of a building for habitation.

Footing/Foundation Plan*

If not part of the structural drawings this will show the location, size, heights and reinforcement requirements for the project.

Wall Cross Section and Details

If not part of architectural, this should include the wall types and details of their construction (including insulation), stud types and spacing, finish materials and water intrusion prevention and details for exteriors. Needs to include window and door installation information and any flashing details.

Plumbing and Mechanical Layouts*

These plans include the plumbing drawings and design from the design professional. This includes the number of fixtures, drain waste sizes, vent sizes, water line sizes, location of shut off valves, cleanouts, backflow assemblies, water hammer arrestors, thermal expansion, appliance locations, etc. Mechanical drawings include appliance locations, ducting sizes, diffusers, control locations, support information, and venting termination locations.

Electrical Plans*

This includes any electrical to be installed on the project. Must show locations of receptacles, switches, lighting, exit lighting, emergency lighting, occupancy sensors, smoke detection, panel locations and service equipment locations. Also provide one-line diagram for service equipment and subpanels with available fault current calculation. Provide panel schedules with matching circuits. Energy code compliance will also be reflected on these drawings for lighting controls.

Energy Analysis or Envelope Description for Energy Code Compliance*

The energy code requires certain insulation values and compliance for lighting and mechanical equipment. There are two paths you can follow and submit. Prescriptive values as found in the energy codes adopted by Utah and identified on the architectural drawings or a performance based comparative software. An example would be ResCheck for residential or ComCheck for commercial locations.

Engineering Calculations* (also known as Structural Calculations)

These calculations are used by the engineer to determine the building is adequately designed to resist the forces of wind, snow and seismic conditions based on the site. This will use information referenced in the soils report for soil conditions as part of the calculations. This is required to be stamped by a registered engineer.

Floodplain Elevation Certificate

This is only required if you are building in an area designated as a flood plain by FEMA. The certificate should show that the finished floor of the proposed structure meets the elevations identified on the site plan. This is performed by a third party.

Accessibility Plans* (commercial)

Needed to show compliance with ANSI 117.1 2015 edition as referenced in the International Building Code as well as ADAG 2010 Standards. This would include the access from the public right-of-way, through the site and at any entrances. Also includes restroom details and other fixtures required to meet these standards. **These are to be endorsed by a design professional.**

Architectural Plans

All plans for non-residential properties are required to be endorsed by a registered design professional unless the work is a remodel of less than 3,000 sq. ft. and does not include structural changes. These plans would provide a code analysis, accessibility, life safety plan and all details to the construction of the building including walls types, finishes, layout of equipment or partitions, restrooms and all other components of the building.

Stair and Handrail Details

If not part of the architectural drawings, this will include any dimensions for rise and run on stairs and profiles. Information for any handrails and guardrails will also be needed to verify compliance to State and Federal laws.

Waste Water Questionnaire

This is required to be filled out with any type of drains in floor for commercial projects, food establishments or processing/fabrication areas that are supplied a drain system for the area. This form can be found online at https://www.springville.org/public-works/wp-content/uploads/sites/14/2023/03/SCWRF-Pretreatment-Questionnaire.pdf.

Water Rights Certificate

This may be required to show proof of submissions on non-residential (unless in undeveloped area) projects. This should be based on information provided during the development review for approval for actual projected use of water and size of system desired for the project.

Truss Layout

This is provided by the truss manufacturer and stamped by their representative engineer. This layout is required to meet the design layout by the project engineer. **These drawings need to have the approval stamp or letter of acceptance by the engineer of record for the project.**

Water Heater Information

This is needed for over the counter type permits and for projects that include the installation of a water heater. The Building Division will verify compliance to the new State codes for low-noxide type units as well as other considerations for sizing of the gas lines and vents serving the appliance.

If you have any questions about the above information, please contact the Building Division at buildingpermits@springville.org or 801.489.2704.

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