

## Residential Building Permit Checklist

To register with City Inspect, please visit <https://www.springvilleutah.gov/community-development/building-division/>

### Permit applications will not be accepted as incomplete submissions.

In the 2025 Legislative Session several items were changed that regulate the time frame of reviewing building permits and what items can be submitted as part of the building permit application process. This change requires a few pre-approvals prior to submission for building permits.

Springville City's Planning and Zoning and Storm Water departments will be required to review and approve your plans through City Inspect before the Building Department will receive and review your project. Payment of required fees must also be received before the application and plans will be reviewed.

If you have any questions regarding this form, please call the Building Department at 801.489.2704.

### Items to include when submitting for a building permit:

- Completed and signed building permit application.
- Plan check fee is due in full at time of permit submission. Contact office staff for amount.

### One (1) COMPLETE set of electronic construction plans submitted in a pdf format which includes:

- Plat or site plan (please show irrigation ditches, utility locations as built, water meter and PI location (cannot be located in the driveway), contours for sloping lots and retention if any);
  - Engineering (if required) with wet stamp and calculations;
  - Footing and foundation plan;
  - Floor plan for each floor level;
  - Elevations (showing cross sections with overall height from natural grade);
  - Wall cross section and details;
  - Retaining wall construction if used and endorsement from structural engineer;
  - Plumbing and mechanical layouts;
  - Electrical plans;
  - Energy analysis or envelope description for energy code compliance;
  - Diagram of gas line (size, length and BTU of appliances);
  - Manual D, J and S compliance – static pressure design, specifications;
  - Truss manufacturer's detail sheet (if applicable);
  - Soils geotechnical report indicating allowable bearing pressure, water table depth and requirements for foundation drainage system (slope stabilization required for sloping lots and retaining walls);
  - Owner/Builder Certification form signed and notarized (if applicable);
- \*Elevations must show finish and natural/existing grade in relation to curb height, finish floor height, retaining walls, flood plains and fault lines (if applicable).*

Buildings shall be designed to the 2021 IRC (International Residential Code).

### Process after submission for a Building Permit

1. Plans are reviewed on a first-come, first-serve basis for complete submittals.
2. Plan review can take several weeks depending on the current demand.

### Requirements when picking up Building Permit

1. Payment of impact fees and bonds by **CASH or CHECK ONLY**, made payable to Springville City. Other building permit fees can be paid with cash or check, or a debit or credit card, up to \$3,000.
2. Contractor information or an Owner/Builder Certificate must be signed.

### Things to know after you get a Building Permit

1. A building permit expires 180 days (six months) after being issued or from the last inspection. If your permit expires, half of the original permit fee will be charged to renew it.
2. Inspections are required for footings, foundation, temporary power, underground plumbing, sewer lateral, power trench, four-way (framing, rough electrical, rough plumbing, mechanical), gas line, insulation, drywall, flashing, lath, permanent power, drive approach, and final. One re-inspection is allowed for each required inspection. Additional inspections require a \$85 re-inspection fee.
3. Changes from approved plans may require additional plan review fees for review and re-approval time.
4. Please request inspections through the City Inspect portal.
5. 24 hours notice is required when scheduling inspections.
6. Building Department hours: Monday - Friday, 8 a.m. to 1 p.m.  
Closed on all major holidays.

