

# Residential Building Permit Application Check List

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The following items must be completed and brought to the Town Hall in order for a Residential Building permit to be processed. To avoid confusion and delays please bring all items in at the same time. No processing for the permit will be done until all items are received.

- ✓ Permit Application (filled out)
- ✓ Legal Description of the property with property serial number from your tax notice.  
(Available at the Cache County Treasurer's office)
- ✓ Two (2) sets of plans drawn to scale on size c or greater paper that include:
  - Floor plans for each level ¼" = 1' scale
  - Foundation plan ¼" = 1' scale
  - Plot plan with
    - Exact location of house on the lot (include zoning)
    - Septic
    - Utilities
  - Elevation plans (All four sides)
  - Section view/ and(or) detail specifics
  - Electrical(All plans shall be drawn to meet current building code or prescriptive building)
- ✓ Meet with LUDMA to provide the above information
  - LUDMA meets the first Wednesday of every month
  - Contact the Clarkston Town Hall to get on the agenda 563-9090

If any of the following apply to your project, then they MUST be completed prior to the LUDMA meeting.

- ✓ Completed septic permit from Bear River Health Department
- ✓ If the property is an uninhabited lot, then a survey is required.
- ✓ Manual J and D. (heating and cooling)
- ✓ Signature from road depot - discuss access to lot and adequate drainage through access
  - CONTACT INFORMATION – David Hale (435)932-6019
- ✓ Signature from water depot - discuss providing water to new house
  - CONTACT INFORMATION – Bryan Goodsell (435)770-6878
- ✓ Signature from fire chief - discuss providing EMS to new house
  - CONTACT INFORMATION – Brooks Dufner (435)764-6025
- ❖ After LUDMA approves your permit all paperwork will be taken to the town inspector. Once your plans are approved by the inspector they can be picked up at the Clarkston Town Hall. All building permit fees must be paid in full before your permit can be issued.
- ❖ Darrin Hancey at Hyde Park City is Clarkston Town's Inspector, all inspections will need to be set up by you directly through him. He can be reached by phone @ (435)563-6507 ext.13 or by email at [darrin.h@hydeparkcity.org](mailto:darrin.h@hydeparkcity.org)

# Inspector Residential Plan Checklist

## RESIDENTIAL PLAN SUBMITTAL CHECKLIST

Take a few moments to review your plan submittal documents. When each of the items have been verified and initialed below, you are ready to submit your application and plans for a building permit. You must initial each item as to verify that the plans and submittal documents are complete. *Incomplete submittals may require additional costs to process and WILL cause delays reviewing your project. Be SURE all items below have been verified and initialed.*

Please note that projects are reviewed on a first come first served basis. Incomplete submittals cannot be reviewed and will be rejected and your project put to the end of the line. During busy times, it may take weeks to get to your project. Any inquiries prior to completion of the review of your project will take time away from the plan reviewer's work and will cause additional delays to yours and everyone else's project. You will be contacted once your project review has been completed.

1. BUILDING PERMIT APPLICATION
  - a. Owner's name, address and contact phone number.
  - b. Property tax identification number.
  - c. All contractors' names, State Contractor license numbers, contact phone numbers, and email addresses.
  - d. Submit proof of ownership of property or copy of County Plat Map.
  - e. Submit Storm Water Prevention Plan- (SWPP)
2. SITE PLAN (2 copies) drawn to scale on min. 11"x17" paper. Smaller size paper may be acceptable if sufficient detail is shown.
  - a. Show all property lines with dimensions.
  - b. Show all set backs in feet and inches. This includes front, rear, and all sides
  - c. Include building footprint showing all projections (porches, exterior stairs, chimneys, etc.).
  - d. Site plan must show location of all easements, accesses, and right of ways.
  - e. Detail elevation of foundation relative to the curb/gutter.
  - f. Sloped lots shall show existing slopes and proposed slopes. Show drainage and retention of storm drainage on lot.
3. BUILDING PLANS (2 copies) drawn to scale.
4. EXTERIOR ELEVATIONS (2 copies)
  - a. Show front elevation, rear elevation, and side elevations.
  - b. Exterior finish materials (brick, vinyl siding, efis, etc).
  - c. Show roof covering materials, cantilevers, dormers, railings, stairs, etc.
5. FLOOR PLANS (2 copies) drawn to ¼" per foot scale on minimum 11" x17" paper
  - a. Layout of main floor with measurements.
  - b. Layout of basement walls. Show measurements.
  - c. Layout of additional floor levels with measurements.
  - d. Label all rooms as to use (bedroom, dining room, kitchen, etc.).
  - e. Show kitchen and bathroom counters/cabinets.
  - f. Garage/Carport. Show fire separation, fire doors etc. Show location of stairs and rails.
  - g. Show all doors- sizes and direction of swing.
  - h. Windows- show sizes and types. Specify opening style, tempered glazing, etc.
  - i. Attic access location and size.
  - j. Provide engineering and calculations, if required by code.
  - k. Show all braced wall panels and specify materials (plywood, drywall, etc.).
6. FOUNDATION PLAN (2 copies)
  - a. Show all footings, foundations, piers etc. Each element shall be detailed as to size, reinforcing details, bolting details, etc.

RESIDENTIAL PLAN SUBMITTAL CHECKLIST

- b. Show steps in footing/foundation.
  - c. Specify location of foundation straps and hold-downs.
7. FRAMING DETAILS (2 copies)
- a. Show floor-framing details. Specify joist type and size, beam and header sizes, etc.
  - b. Show roof-framing details. Specify roof framing materials, roof sheathing materials, girder locations, beam and header sizes.
8. CROSS-SECTIONS (2 copies)
- a. Cross-sections shall be specific to the structure.
  - b. Show wall framing details (stud size, spacing, height of walls, etc.).
9. STAIR DETAILS (Interior and exterior) These details shall be specific to this plan (not a typical detail).
- a. Rise, run, and landing dimensions.
  - b. Width of stairways.
  - c. Handrail, guardrail, and balusters.
  - d. Head height.
10. ELECTRICAL PLAN (2 copies) This may be shown on floor plans if sufficient clarity is provided.
- a. Show panel sizes and locations.
  - b. Show all outlet locations.
  - c. Show lighting and switches.
  - d. Show locations of all smoke detectors and carbon monoxide detectors.
  - e. Specify AFCI locations (all outlets in a sleeping room shall be protected by Arc-Fault Circuit Interrupter).
  - f. Specify GFCI locations (all outlets serving kitchen counters, in bathrooms, unfinished basements, in garages or located outside must be protected by GFI-Ground Fault Circuit Interrupters).
11. PLUMBING/HEATING PLANS (2 copies)
- a. Manual J & D to be submitted with plans. See Mechanical contractor for assistance.
  - b. Show all plumbing fixtures (toilets, sinks, washer, floor drains etc).
  - c. Show all Heating and Air conditioning appliances and locations. Show attic and under floor appliances as well and detail size of appliances, if possible.
  - d. Show all gas fired appliance locations (fireplaces, unit heaters, baseboard heaters, etc.),
  - e. Show combustion air size for gas fired appliances. This is sized per the BTU rating of all appliances it serves.
12. MODEL ENERGY CODE ANALYSIS (2 copies) Two options available.
- a. OPTION 1- Provide a REScheck (energy efficiency). This program is available online at [www.energycodes.gov](http://www.energycodes.gov). This must be an accurate profile of your homes energy compliance. It will detail furnace efficiency requirements, minimum insulation requirements, window U-value requirements, and other energy compliance items.
  - b. OPTION 2- Prescriptive method (recommended). Use IRC requirements: Zone 6
    - i. Window U-factor of  $\leq .35$
    - ii. Skylight U-factor of  $\leq .60$
    - iii. Attic Insulation R value of R-49 (R-38 permitted when energy trusses are used)
    - iv. Walls R-19
    - v. Floors R-30
    - vi. Basement walls R-13
    - vii. Crawl space walls R-10/13
    - viii. Slab perimeter R-10
    - ix. Depth – 4 ft.

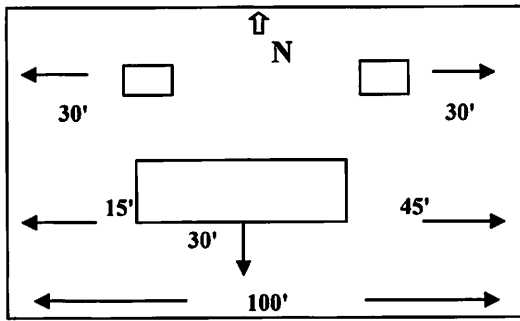


# Clarkston Town Residential Building Permit Application

Project Address			Date Issued	Permit #				
			Property ID Tax No.			Date Paid		
Owner's Name		Phone	<b>Water Impact Fee:</b>	<b>\$1,500.00</b>				
Owner's Email Address			<b>New Meter Setup</b>	<b>\$1,000.00</b>				
Address			<b>Bond</b>	<b>\$1,000.00</b>				
City	State	Zip	<b>Shipping &amp; Handling:</b>	<b>\$20.00</b>				
Estimated Value			<b>Permit Fee:</b>					
			<b>State 1% Fee</b>					
			<b>Total Permit Fee:</b>					
<b>BLDG. CONTRACTOR</b>	Name _____		<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Use of Building</b>  <input type="checkbox"/> Residential  <input type="checkbox"/> Commercial  <input type="checkbox"/> Other              Notes: _____            _____            _____            _____            _____            _____            _____         </td> <td style="width: 50%; vertical-align: top;"> <b>Class of Work</b>  <input type="checkbox"/> Residence  <input type="checkbox"/> Addition  <input type="checkbox"/> Basement Finish  <input type="checkbox"/> Tenant Finish  <input type="checkbox"/> Alteration / Repair  <input type="checkbox"/> Electrical Upgrade  <input type="checkbox"/> Garage / Carport  <input type="checkbox"/> Covered Deck / Deck  <input type="checkbox"/> Shed / Shop  <input type="checkbox"/> Pool  <input type="checkbox"/> Retaining Wall  <input type="checkbox"/> Sign  <input type="checkbox"/> Other         </td> </tr> </table>			<b>Use of Building</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other  Notes: _____ _____ _____ _____ _____ _____ _____	<b>Class of Work</b> <input type="checkbox"/> Residence <input type="checkbox"/> Addition <input type="checkbox"/> Basement Finish <input type="checkbox"/> Tenant Finish <input type="checkbox"/> Alteration / Repair <input type="checkbox"/> Electrical Upgrade <input type="checkbox"/> Garage / Carport <input type="checkbox"/> Covered Deck / Deck <input type="checkbox"/> Shed / Shop <input type="checkbox"/> Pool <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Sign <input type="checkbox"/> Other	
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	Address _____							
	City _____							
	Tel. _____							
Lic. No. _____								
Email: _____								
<b>PLUMBER</b>	Name _____							
	Address _____							
	City _____							
	Tel. _____							
	Lic. No. _____							
Email: _____								
<b>ELECTRICIAN</b>	Name _____							
	Address _____							
	City _____							
	Tel. _____							
	Lic. No. _____							
Email: _____								
<b>MECHANICAL CONTRACTOR</b>	Name _____							
	Address _____							
	City _____							
	Tel. _____							
	Lic. No. _____							
Email: _____								
<b>ARCH. OR ENGINEER</b>	Name _____							
	Address _____							
	City _____							
	Tel. _____							
	Lic. No. _____							
Email: _____								
<p>I/We, the undersigned, acting as owner or as the duly appointed representative, understand and agree to the following: 1) all construction will comply to adopted codes and comply with all provisions of laws governing this type of work whether specified herein or not and be in compliance with adopted zoning ordinances; 2) are familiar with the present services at the building site and I/we are responsible for any changes including but not limited to road maintenance, snow and garbage removal, etc. caused by this construction; 3) approval of this does not constitute a representation by the City that the building at any specified elevation will solve any ground water, slope or hazard condition; 4) a solution to this problem is the sole responsibility of the permit applicant, agent, or property owner; 5) have read the above and accept full responsibility and liability for the structure/work authorized hereon and relieve city or their agents of any expressed or implied liability.</p> <p>Date: _____</p> <p>Signature: _____</p>			<b>Plans and Specifications Submitted</b>					
			Approved: _____			Date		
			by _____			Plans Checked		
			Approved: _____			Date		
			by _____			LUDMA		
			Approved: _____			Date		
by _____			Water Department					
Approved: _____			Date					
by _____			Roads Department					
Approved: _____			Date					
by _____			Fire Department					

# Zoning Sign Off

Sample Plot Plan	Zoning Setback Requirements
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Street

District	Area	Lot Width in Feet	Front Yard Setback in Feet	Side Yards in Feet	Rear Yard in Feet	Side Yards on a corner lot in feet
R-1-1/2	½ acre	100	30	5 x 15	20	30
R-2-5/8	5/8 acre	100	30	5 x 15	20	30
A - 10	10 acres	300	30	12 x 12	30	

Actual Setbacks
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District	Area	Lot Width in Feet	Front Yard Setback in Feet	Side Yards in Feet	Rear Yard in Feet

Approved Plot Plan
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Street

\* I \_\_\_\_\_ understand that it is my responsibility to know where my property lines are and that the Planning and zoning board has advised that if I am unsure of the exact location that it is my responsibility to have it surveyed.