



**BUILDING DIVISION**  
437 N Wasatch Drive  
Layton, UT 84041

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## **RESIDENTIAL - DETACHED GARAGE / SHED PLAN SUBMITTAL CHECKLIST**

The following is a list of items required for residential DETACHED GARAGE/SHED plan submittal. The Planning Department or the Plans Examiner may require additional information to complete their review. Two-story structures require engineered stamped plans. **Please review and check each box indicating its completion and sign the bottom of the page.** *Missing information may cause a delay in plan approval.*

1. **BUILDING PERMIT APPLICATION** :

- Applied for permit online at [www.laytoncity.org](http://www.laytoncity.org); all required information completed including, project valuation

2. **PLOT PLAN (SITE PLAN)** - Two (2) full sets, drawn to scale (1" = 20' min) including the following:

- Lot dimensions & lot size (total square footage);
- North Arrow;
- Easements (*public utility, drainage, etc.*);
- Building footprint of all structures, both *new and existing*, located on the property;
- Setbacks (distances) between all structures (*new and existing*) and from structures to all property lines;
- Topographical information for sloped lots 10% or greater;
- Location of all retaining walls, *new and existing*. (*Engineering required for all retention exceeding 4'*.);
- Show all hard surface areas, *new and existing*. No more than 25% of rear yard and no more than 60% of entire lot shall be covered by hard surface. (*Hard surface includes all structures, driveways, sidewalks, patios, decks, gazebos, porches, patio covers, carports, concrete slabs, etc. Pools are not considered hard surface*).

3. **EXTERIOR ELEVATIONS** – Two (2) full sets, drawn to scale (1/8" = 1'0" recommended) including the following:

- Height of structure from grade to roof peak and grade to eave;
- All four elevation views (front, rear, left side, right side);
- Identify finish materials to be used to cover roof and exterior.

4. **FOOTING/FOUNDATION PLANS** – Two (2) full sets including the following:

*(30" Frost Protection NOT required for structures 600 sq ft or less, of light frame construction and with a maximum 10' wall height)*

- Size and depth of footings, foundation, caissons or show monolithic detail;
- Reinforcing steel size and spacing;
- Anchor bolt size, spacing and exterior holddown strap type and location.

5. **BUILDING PLANS** - Two (2) full sets, drawn to scale (1/8" = 1'0" recommended) including the following:

- Dimensions of detached garage/shed and floor plan;
- Location and size of any openings (windows, doors, etc.);
- Size of headers over all door and window openings;
- Indicate rafter or truss size, direction and anchoring;
- Size of lumber to be used for studs, headers, beams, etc. and stud spacing (2X4, 2X6, 16" O.C., etc.);
- Indicate if insulation and/or sheetrock will be installed and what types;
- Exterior walls closer than 5' to property line must be covered with 5/8" sheetrock and fire taped for fire protection & with limited openings.***

6. **ELECTRICAL, PLUMBING & MECHANICAL PLANS** – Two (2) full sets including the following details:

- Location of sub-panel(s), lights, switches, outlets (*interior and exterior*), and circuit sizes, etc. All outlets must be GFCI protected.
- Location of any plumbing fixtures, fuel gas burning appliances, gas lines, etc.

**I hereby acknowledge that I have reviewed the above checklist and have included each required item with my plan submittal.**

Project Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_