



BUILDING DIVISION
437 N Wasatch Drive
Layton, UT 84041

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RESIDENTIAL SINGLE FAMILY DWELLING PERMIT PLAN SUBMITTAL CHECKLIST

PLAN SUBMITTAL CHECK LIST – The following is a list of items required for residential building permit plan submittal. The Planning Department or the Plans Examiner may require additional information to complete their review. Building plans submitted without each item on this checklist are subject to longer review periods. **Please review and check each box indicating its completion and sign the bottom of the page.** *Missing information will cause a delay in plan review approval.*

1. BUILDING PERMIT APPLICATION:

- Apply online at www.laytoncity.org and include all required contractor, owner, lot information and;
- Valuation of project (*cost of materials and labor*)

2. SITE PLAN: - Two (2) full sets, drawn to scale 1" = 10' or 20'; computer drawn preferred:

- Lot dimensions & lot size (*total square footage*)
- North Arrow
- Buildable area & Easements (*Public Utility, Drainage, etc.*)
- Actual setbacks from all property lines
- Foundation footprint of all structures
- All cantilevers, bay windows, overhangs, covered decks/patios, etc. (*use dashed line*)
- Elevations at all property corners
- Topographical information for lots with over 10% slope
- Location of any retaining walls. (*Engineering required for all retention exceeding 4'*)
- Show all hard surface areas, new and existing. (*Hard surface includes all structures, driveways, sidewalks, patios, decks, gazebos, porches, concrete slabs. Pools are not considered hard surface.*)
- Driveway location (*min 4.5' from property line, max 33% of frontage*), approach location & width, location of sidewalks & park strips. (*Size of park strip may vary. Verify with Planning Dept.*)

3. CONSTRUCTION/ELEVATION DRAWINGS: - Two (2) full sets, drawn to scale 1/8" or 1/4" = 1'; **Must be printed on 11 x 17 or 18 x 24;**

- All four elevation views
- Identify finish materials to be used
- Building Plans including details for: Footing, Foundation, Building, Electrical, Plumbing, Gas, Mechanical
(All drawn to the adopted 2012 International Residential Code)

4. OTHER REPORTS:

- RESCheck = 2015 IRC, Two (2) sets
- Structural Calculations with original wet stamps and signatures, Two (2) sets
- Geo-technical Report (Sensitive Lands) may be required if lot is not in a subdivision or other soils issues exist

5. BOND AGREEMENT:

- Layton City Bond Agreement form shall be completed, signed and notarized

6. OWNER/BUILDER AGREEMENT:

- If this is an Owner/Builder project, an "Owner/Builder Certificate" shall be completed, signed and notarized

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

Subdivision: _____ Lot #: _____ Address: _____

Signature: _____ Printed Name: _____ Date: _____

Company: _____ Phone: _____