

Residential Checklists

New Residential

- City building permit application and this checklist completed and signed.
- Land use set with final approval stamp and site plan including:
 - A north arrow and legend
 - Specifications for the following:
 - Lot size and dimensions
 - Setbacks and overhands for setbacks
 - Easements
 - Property lines
 - Topographical details if the slope of the lot is greater than 10%
 - Retaining walls
 - Hard surface areas
 - Curb and gutter elevations as indicated in the subdivision documents
 - Utilities, including water meter and sewer lateral location
 - Street names
 - Driveway locations
 - Defensible space provisions and elevations, if required by the Utah Wildland Urban interface code
 - The location of the nearest hydrant
- Completed Common Plan SWPPP template
 - Only required for a single-family dwelling in a development (subdivision) dedicated since October 1992 and greater than 1 acre.
 - Notice of Intent (NOI) – Received from the state, submit with the SWPPP. This can be acquired here: <https://deg.utah.gov/water-quality/updes-ereporting#construction>
- 2 complete sets of engineered plans – One “WET” Stamped set and one electronic set
 - Elevations
 - Floor plans for each level, including the location and size of doors and windows
 - Foundation, structural, and framing details
 - Electrical, mechanical, and plumbing designs
- 2 copies of current Res-check/Com-check Utah Edition
- Geotechnical report, including a slope stability evaluation and retaining wall design
 - If slope is greater than 15%
- 2 sets of structural calculations
- 2 sets of engineered truss details and layout (Deferred Submittal)
- Impact fee worksheet and letter from North Davis Fire District

Impact fee worksheet and letter from North Davis Sewer District

Remodel, Addition, Basement Finish

- 2 sets of floor plans showing “before” and “after.” Show location of any new electrical, plumbing and/or mechanical work.
- 2 sets of framing details (if applicable).
- 2 sets of wall details (if adding or removing walls).
- For residential additions: Currently adopted IRC and IECC prescriptive requirements need to be shown on the plans.

Pool

- Site plan showing pool location and measurements to property lines and other structures. Pools more than 30 inches in depth need to be at least 5 feet from all property lines. Those 30 inches or less are exempt.
- 2 sets of construction drawings engineered plans for permanent pools. Hand drawn for temporary/moveable pools.
- By way of information:
 - Pools more than 30 inches in depth shall be completely surrounded by a screened fence or wall having a height of at least 6 feet.
 - Gates shall be lockable and equipped with self-closing and self-latching devices.
 - Fences and gates shall not have openings larger than 4 square inches.

Detached Accessory Building/Shed/Garage

- Site plan must show lot dimensions, setbacks for all structures, and distance between structures
- 2 sets of construction drawings
- For informational purposes:
 - Under 200 square feet does not require a building permit

Deck/Patio

- Site plan must show lot dimensions, setbacks for all structures, and distance between structures
- 2 sets of construction drawings
- For informational purposes:
 - Under 200 square feet and 30 inches or less in height does not require a building permit
 - 120 square feet or bigger requires site plan approval