



CARD FILE RESIDENTIAL PERMIT

Required Documents and Procedures

Required at Initial Submittal

- **Complete plan set:** Architectural and all MEP drawings. Include finished/unfinished sq ftg
- **Site plan:** Including all setbacks, easements, drainage and driveway slopes. (Max 12%)
- **Structural Calculations:** Stamped by licensed Engineer in Utah.
- **REScheck:** Utah code version.
- **Manual J, D, & S** (Energy/load calculations)
- **Gas line diagram:** Include total lengths, size of pipe, BTUs of all equipment

Special note: To help with mistakes being made in the field, we kindly ask for both left and right orientation for the **structural pages only**. This helps keep the file size down and helps the inspectors in the field.

Required Deferred submittals

- **Geotechnical (soils) report:** (Must upload prior to scheduling footing inspection).
- **Truss packet:** (Must provide prior to scheduling 4-way inspection)
- **Compaction certificate:** (By final)
- **Stucco certificate:** (By Final)
- **Passing Blower door certificate:** (By Final)
- **Passing duct leak test:** (If applicable by final)

Subsequent Plan Submittals

- Must be **requested in writing** to the Building Department
- Must include the correct **approved index number**
- Plans must match the originally approved design (no structural changes)

Card-file permits will be given an index number to track future applications. The subdivision, phase, code cycle, and plan name will be required to create an index number. Once a plan is reviewed and given an index number, a subsequent permit application will only require the city's created index number and new **lot-specific** site plan for the review.

Card files have a reduced plan review fee of 30% and will be completed in no more than 5 business days.