



HIGHLAND CITY

Building Department

5400 West Civic Center Drive ~ Suite 1
Highland, UT 84003
Phone 801-772-4516

PLAN SUBMITTAL REQUIREMENTS FOR A DWELLING UNIT

- Fill out online application form online through My City Inspector.
https://highland.mycityinspector.com/register?registration_id=159b9391628a1f
 - Fee: A non-refundable plan review fee of \$500.00 due at submittal.
 - Plans prepared by an architect or engineer must be stamped and signed by the architect and/or engineer.
 - A copy of a site plan. Site plan requirements:
 - A. All existing and proposed structures on the property and the setback distances between structures and from the property lines.
 - B. The square footage of the lot.
 - C. The footprint square footage of the proposed structure and any existing structures. This area should not include any future structures or future nonpermeable surfaces.
 - D. The square footage of ground-level decks, porches, sidewalks, driveway, and any other non-permeable surfaces.
 - E. The actual slope of the driveway.
 - Indicate on the architectural plans that the house is designed to meet the 2015 IRC as amended by the State of Utah.
 - A note stating the actual construction will comply with applicable local ordinances and building codes.
 - Floor plans for each level including unfinished basements and habitable attic spaces.
 - Elevation sheets drawn to scale that show the following elevations:
 - A. Elevation of curb and gutter.
 - B. Elevation of final grade.
 - C. Garage slab elevation.
 - D. Top of foundation.
 - E. Finished floor elevation(s).
 - F. Top of wall elevation(s).
 - G. Roof ridge elevation.
 - Section sheets drawn to scale that show the thermal envelope.
 - Architectural details.
 - Mechanical electrical and plumbing plans.
 - Structural plans drawn to scale.
 - Structural details.
 - Structural calculations.
 - A copy of a Res-Check analysis or provide a complete outline of how the prescriptive code requirements will be met.
 - A copy of the heat loss calculations per ACCA Manuals J/S and the duct design as per ACCA Manual D for this structure.
 - An estimated permit value. Permit valuations shall include total value of work, including materials and labor for which the permit is being issued.
 - Architecture Committee Release letter.
- * Drawings that do not have all the above information may not be allowed to be submitted for plan review. *