



HIGHLAND CITY

Building Department

5400 West Civic Center Drive ~ Suite 1

Highland, UT 84003

Phone 801-772-4516

PLAN SUBMITTAL REQUIREMENTS ACCESSORY STRUCTURES

- Fill out online application in My City Inspector https://highland.mycityinspector.com/register?registration_id=159b9391628a1f
- Fee: A non-refundable plan review fee of \$45.00 due at submittal.
- Plans prepared by an architect or engineer must be stamped and signed by the architect and/or engineer.
- A site plan showing all existing and proposed structures on the property and the setback distances between structures and from the property lines.
- Indicate on the architectural plans that the structure 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.
 - B. Elevation of final grade.
 - C. Top of foundation.
 - D. Finished floor elevation(s).
 - E. Top of wall elevation(s).
 - F. Roof ridge elevation.
 - G. Garage slab 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.
- Architectural Committee Release letter.

* Drawings that do not have all the above information may not be allowed to be submitted for plan review. *