RESIDENTIAL SINGLE FAMILY DWELLING PERMIT
PLAN SUBMITTAL CHECKLIST

PLAN SUBMITAL 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 rejection and/or longer review periods. Missing information will cause a delay in plan review approval.

1. **BUILDING PERMIT APPLICATION:**
   - Apply online at [www.laytoncity.org](http://www.laytoncity.org) and include all required contractor, owner, lot information and;
   - Valuation of project (cost of materials and labor).

2. **SITE PLAN:** - 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:** - Drawn to scale 1/8” or 1/4” = 1’
   - 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 2015 International Residential Code).

4. **OTHER REPORTS:**
   - RESCheck - Utah Energy Conservation Code;
   - Structural Calculations with original wet stamps and signatures;
   - 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.