



SINGLE-FAMILY DWELLING PERMIT SUBMISSION REQUIREMENTS

For a complete plan check, this submittal process must be followed

1. Complete the online **permit application form** in the Building Services Online Portal. If this is your first time working with Draper, you will need to [create an account](#).
2. Include with the portal application submission:
 - a) Drawings in **unlocked** electronic PDF format. (See next page for drawing requirements)
 - b) The applicable Contractor's name and official property owner as contact OR If you are an owner-builder, be sure to complete the [Owner-Builder Certification](#) and include a signed copy with your permit application.
3. Pay the \$500.00 **application fee**. This fee will be invoiced 24–48 hours after the permit is submitted and will be available on the portal. An email will be sent indicating that the invoice is ready to be paid. An email will be sent indicating that the permit is ready to be issued after the remaining fees invoice is paid. The permit fee will be paid at the time the permit is issued and will vary depending on the project. An invoice will also be issued online for permit fees.
4. A **Public Improvement Bond** for \$5,000.00 is required to be posted with the city before the issuance of a permit. This is a refundable deposit, and the invoice will be issued online. Please provide a completed [Public Improvement Bond Agreement](#) with your application.
5. Submit a completed **Geohazard Disclosure Form**.
6. Additional Information may be required to be attached. As needed, be sure to include:
 - a) **Engineering lateral analysis*** for structures having 35' between braced wall lines, wall heights greater than 10 feet, a single room with an area greater than 900 square feet, or projects constructed in an area having a ground snow load greater than 70 psf.
 - a.If applicable, submit **engineering analysis** for:
 - i. Pre-engineered metal buildings,
 - ii. Structural steel buildings, or
 - iii. Non-conventional construction materials and methods.
 - b) **Geotechnical Reports** in electronic PDF format are required for all natural lots in Suncrest and all undeveloped lots (lots not located in a subdivision.) These will be sent out for peer review.
 - c) **Architectural Committee Approval** stamps for lots in South Mountain I, II, & III and Suncrest.

****Engineering submittals must be stamped, and signed by the Structural Engineer, include appropriate engineering calculations, and include drawings in the submittal.***

Drawing Requirements

All submitted drawings must be properly formatted, in unlocked electronic PDF format, with consecutively numbered pages, inclusive within one PDF file (not as individual pages.) Plans must be drawn to scale and designed per the currently adopted Building Codes (IRC, IBC, and NEC.) Please provide the following, as applicable:

1. A **Site Plan** showing the proposed location of the structure on the property. The site plan must:
 - a) Show the locations of existing buildings, fences, retaining walls, and easements.
 - b) Show the locations of proposed utilities (natural gas, power, water, and sewer), if any, serving the proposed garage.
 - c) Show dimensioned distances from the proposed structure to property lines and adjacent structures.
2. **Construction Drawings**, which should include:
 - a) A **Foundation Plan** showing footing locations and sizes, hold-down locations, and foundation wall information.
 - b) **Floor Plans** showing shear walls, strap locations, and general floor plan information— including window and door sizes.
 - c) **Framing Plans** showing truss/joist layout and supporting beam and column locations.
 - d) **Structural Details** and **Schedules**.
 - e) **Elevations** showing each side of the structure.
 - f) **Cross Sections**.
3. **2021 REScheck** in electronic PDF format, signed and dated, or information showing the structure complies with the prescriptive requirements of the code.
4. **Manual J&D calculations** in electronic PDF format for review. Submit electronic copies of all equipment specifications (furnace, coil, humidifiers, condensers, etc.)