



# RESIDENTIAL ACCESSORY BUILDINGS PLAN SUBMISSION REQUIREMENTS

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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. Please include the following with this online application submission.
  - a) Drawings in **unlocked** electronic PDF format. (See drawing requirements below).
  - b) The applicable Contractor's name as a 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.
  - c) The property owner's name as a contact.
  - d) If the proposed project requires concrete trucks, or construction equipment to cross over existing public curb, gutter, or sidewalk, please provide a completed [Public Improvement Bond Agreement](#). A \$2,500.00 cash bond is required to be deposited with the City before issuing the permit.
3. Pay a \$100.00 **application fee**. As soon as the permit is submitted on the portal, we'll send you an email with the invoice and payment details. You can also find the invoice on the portal. **This invoice must be paid before your permit review can start.** After the permit review is done, we'll let you know with an email that the permit is ready to be issued once the rest of the fees are paid. The permit fees left will vary based on the project.
4. **Provide engineering lateral analysis.** This is required when **any** of the following are present in the project:
  - a) Distance between the brace wall lines of the structure is greater than 35 feet.
  - b) Any building wall heights are greater than 10 feet.
  - c) The area of a single room is greater than 900 square feet.
  - d) The structure is a pre-engineered metal building.
  - e) For all non-prescriptive structural steel or structural masonry buildings.
  - f) For all non-prescriptive, non-conventional construction materials or methods.
  - g) The project is constructed in an area having a ground snow load greater than 70 psf.

5. Additional information may be required to be attached, as instructed during the online application process.

### ***Drawing Requirements***

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

Please provide the following, as applicable, ***in electronic format only.***

2. **A Site Plan** showing the location of the proposed accessory structure on the property. Additionally, the site plan must.
  - a) Show the locations of existing buildings, fences, retaining walls, and easements.
  - b) Show the proposed accessory structure fully dimensioned, detailing the size of the structure.
  - c) Show the locations of proposed utilities (natural gas, power, water, and sewer) serving the proposed accessory structure.
  - d) Provide dimensioned distances from the proposed structure to property lines and adjacent structures.
3. **Complete Building Plans.** Please provide Architectural, Structural, Electrical, Mechanical, and Plumbing plans as needed for the proposed project. If engineered elements are included, then plans must be wet-stamped, signed, and dated in a discernable color by a qualified design professional licensed in the State of Utah. Electronic stamps and signatures are acceptable provided the drawings remain unlocked. Additionally, include in the plans the following Information, as appropriate.
  - a) Area (square footage) of the proposed accessory structure and any existing areas affected by the project.
  - b) Dimension and label the use of all rooms. Identify which areas are proposed as part of the accessory structure.
  - c) Provide a building cross-section. Show location and heights of ceiling, fur-downs, and soffits. Surface-mounted lighting or other projections cannot encroach into the required minimum height of 7 feet.
  - d) Show the locations and sizes of doors and windows – both existing and proposed, as applicable, that are part of this accessory structure.
  - e) Specify window types (*i.e. casement, slider, single hung, fixed*).
  - f) If appropriate, identify emergency egress from bedrooms and basement areas that are part of this accessory structure.

- g) Provide a REScheck or other energy compliance package that specifies the thickness and type of insulation to be used in the walls and roof. Walls between heated & unheated areas must be insulated. Provide manual J&D calculations as part of the energy compliance package. Submit all equipment specifications (furnace, coil, humidifiers, condensers, etc.).
  - h) Show the location of electrical panels – existing or proposed that are part of, or affected by, this accessory structure. Panels cannot be in closets or bathrooms.
  - i) IF the accessory structure is a dwelling or sleeping unit, show the location of all smoke and CO detectors.
  - j) IF affected by the basement finish project, show the location of the mechanical room and combustion air ducts – include the length and diameter of the ducts.
  - k) IF a bathroom is proposed, provide an exhaust fan vented to the outside, or a window with at least 1.5 square feet of openable area.
  - l) Tamper-resistant receptacles are required in the proposed new construction.
  - m) Framing plans and details, which include:
    - 1) Floor joist size and spacing, and lumber type and grade.
    - 2) Beam size, type, and locations.
    - 3) Post size, locations, and connections to beams and footings or foundations.
    - 4) Footing size, depth, reinforcement, and locations.
    - 5) Deck connection to the house and flashing requirements.
    - 6) Stair, landing, handrail details, and guardrail connection details and requirements.
4. **Complete Structural Calculations.** If engineered elements are included, provide the structural calculations that accompany the structural drawings. Include ALL load assumptions used in the design of this structure.