



## Accessory Structure Building Permit-Items to Submit

If you are applying for a building permit for an accessory structure, the following items must be submitted:

	<p>Complete your building permit application online. Go to the link below:  <a href="https://www2.citizenserve.com/Portal/PortalController?Action=showHomePage&amp;ctzPagePrefix=Portal&amp;installationID=196">https://www2.citizenserve.com/Portal/PortalController?Action=showHomePage&amp;ctzPagePrefix=Portal &amp;installationID=196</a>          Then go to “Permitting” , “Apply for a Permit”</p> <p>Be sure to fill in the VALUATION field on the application with the approximate cost of the project including materials and labor. Skip any fields you don’t understand. Then, upload the items below to your online building permit account.....There will be an upload button at the bottom of the page.</p>
	<p>1. <b>SITE PLAN.</b> This is a drawing of the lot showing:</p> <ul style="list-style-type: none"> <li>• The location and size of the new building as well as all existing buildings on the lot.</li> <li>• Measurements showing the distance from the new accessory building to all property lines as well as the distance from any existing buildings.</li> <li>• You can draw this plan yourself, but be sure to include the required information and measurements.</li> </ul> <p style="text-align: center;">Examples of site plans</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="597 1388 889 1848"> <p style="text-align: center;"><u>Interior Lot Setbacks</u></p> </div> <div data-bbox="976 1388 1317 1848"> <p style="text-align: center;"><u>Corner Lot Setbacks</u></p> </div> </div>

	<p>2. <b>ELEVATION PLAN.</b> This is a drawing showing (with measurements):</p> <ul style="list-style-type: none"> <li>• Front, Back and Side views of the building</li> <li>• Location of doors and windows</li> <li>• Height and Width including the height of the roof peak.</li> <li>• You can draw this yourself, but be sure to include needed information.</li> </ul>
	<p>3. <b>FLOOR PLAN.</b> A drawing showing (with measurements):</p> <ul style="list-style-type: none"> <li>• The floor plan of the building.</li> <li>• Location and size of doors and windows.</li> <li>• Height of walls.</li> <li>• Location of electrical outlets, lights and switches (if applicable).</li> <li>• Location of electrical panel. (if applicable).</li> <li>• Location of heating and plumbing (if applicable).</li> </ul>
	<p>4. <b>ROOF &amp; FRAMING PLAN.</b> A drawing showing (with measurements):</p> <ul style="list-style-type: none"> <li>• Size, spacing and location of studs, with notes indicating what materials will be used.</li> </ul>
	<p>5. <b>ROOF PLAN.</b> A drawing showing (with measurements):</p> <ul style="list-style-type: none"> <li>• Roof framing layout plan with pitch and overhang noted.</li> <li>• Roofing materials.</li> <li>• Venting.</li> </ul>
	<p>6. <b>FOUNDATION PLAN.</b> (If applicable). Drawings and notes showing:</p> <ul style="list-style-type: none"> <li>• Footing details with size and depth and required rebar.</li> <li>• Foundation plans including rebar, anchor bolt size and spacing, hold down location and type.</li> </ul>
	<p>7. <b>NOTES ON MATERIALS.</b> A list (can be written on previous drawings)noting:</p> <ul style="list-style-type: none"> <li>• All materials used for framing, roofing, walls and siding.</li> <li>• Anchor bolt information.</li> </ul>
	<p>** If your plans have been engineered, upload the signed and stamped plans along with the Engineering Calculations.</p>
	<p>** If you have purchased a pre-fab building, the manufacturer will often have these plans available for you.</p>

	<p><b>**</b> If you live in an area with a Home Owner's Association, it is your responsibility to get their approval. HOA regulations are enforced by the HOA, not Santaquin City.</p>
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