



Single & Multi-Family Home Building Permits-Items to Submit

If you are applying for a building permit for a single or multi-family home, the following items must be submitted:

	<p>Complete your building permit application online. Go to the link below: https://www2.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal &installationID=196 Then go to “Permitting” , “Apply for a Permit” You will create an account with a user name and password. Next, fill in all of the pertinent information. Upload the following items to your online account. There will be a “button” at the bottom of the page for uploading documents. You can also log into your account, click MY ACCOUNT at the top right, then click VIEW MY REQUESTS on the left, then click on your permit number, then click UPLOAD on the left.</p>
	<p>1. SITE PLAN. This is a drawing of the lot showing:</p> <ul style="list-style-type: none"> ● A North Arrow and scale of the site plan. ● Property Lines and Dimensions. ● The Size and Location of the home as well as any existing buildings on the lot. ● Measurements showing the distance from the new home to all property lines as well as the distance to any existing buildings. ● Minimum setbacks required per plat or per zone. ● Driveways and clear view area if on a corner lot. ● Driveways 30’ from corner. ● Existing Easements. ● Existing Utilities. ● Proposed Utilities ● Existing curb, gutter and sidewalk. ● Existing irrigation ditches.

	<p>2. BUILDING PLANS. **These must be signed and stamped by an engineer. This set of plans shows:</p> <ul style="list-style-type: none"> ● Front, Back and Side elevation views of the building. ● Floor Plans. ● Proposed basement layout, if applicable. ● Footing and Foundation plans. ● Framing plans. ● Floor and Roof Framing plans with all structural members identified and sized. ● Electrical plans. ● Building section and details as needed. ● Gas piping plan, if applicable.
	<p>3. STRUCTURAL CALCULATIONS.</p> <ul style="list-style-type: none"> ● These must be signed and stamped by your engineer. ● Your engineer should have these calculations.
	<p>4. A COPY OF THE DEED TO THE PROPERTY.</p> <ul style="list-style-type: none"> ● This can be obtained from the title company.
	<p>5. ResCheck. .</p> <ul style="list-style-type: none"> ● This document shows that the building complies with current model energy code requirements. ● You can usually get a copy from your insulation or mechanical contractor or Manual J.
	<p>6. A COPY OF THE SOILS ENGINEER’S ON SITE ANALYSIS.</p> <ul style="list-style-type: none"> ● Analysis verifying the soil prop meets subdivision Geo-Technical reports. ● This is required during the footing inspection.
	<p>7. \$500.00 PLAN REVIEW FEE.</p> <ul style="list-style-type: none"> ● Due when plans are submitted. ● Non-Refundable, but it is applied toward the Plan Check fee portion of your building permit. ● Cash or Check only, made payable to Santaquin City. ● Your building permit will NOT move forward to the approval process until this fee has been paid and ALL required documentation has been uploaded.

	If your home is a modular home, the ANSI number is required.
	If you will not be serviced by the city sewer, submit a copy of the septic system approval from the county Health Department.
	If there is an irrigation ditch on the property, submit the “Practices Affecting Irrigation Ditches” form: http://santaquin.org/UserFiles/Servers/Server_5893718/File/Department%20&%20Services/Community%20Development/Development%20Services/application for irrigation ditches building permit package 1.pdf
	If you are an Owner/Builder, submit the following document from the Utah State Website: https://dopl.utah.gov/licensing/forms/contract_owner_builder.pdf (There is an underscore between owner and builder on the web address).
	** 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.