## STEPS FOR SUBMITTING ACCESSORY BUILDING PERMIT APPLICATION

1. Complete online application
2. Go to http://www.salemcity.org/ (open in Google Chrome or Firefox browser)
3. Scroll down to "building department" section (it will be on the left side of the page)
4. Click on "permit request (Cityworks Program)" (it is in bright yellow)
5. Proceed to create a new user or login if you already have a user setup
6. At the top of the page click "create application"
7. Select "building" tab
8. Click "residential"
9. Click "accessory building"
10. Read the Application Help pop-up window and click "OK"
11. Click "Begin Application" in the bottom right
12. Fill out appropriate online application and upload the required documents

## DOCUMENTS REQUIRED FOR ACCESSORY BUILDING PERMIT APPLICATION

- Engineer Stamped Construction Plans
- Site Plan
- Gas Schematic (if applicable)
- HVAC Manuals J, D & S (if applicable)
- Owner Builder Certification (if applicable)

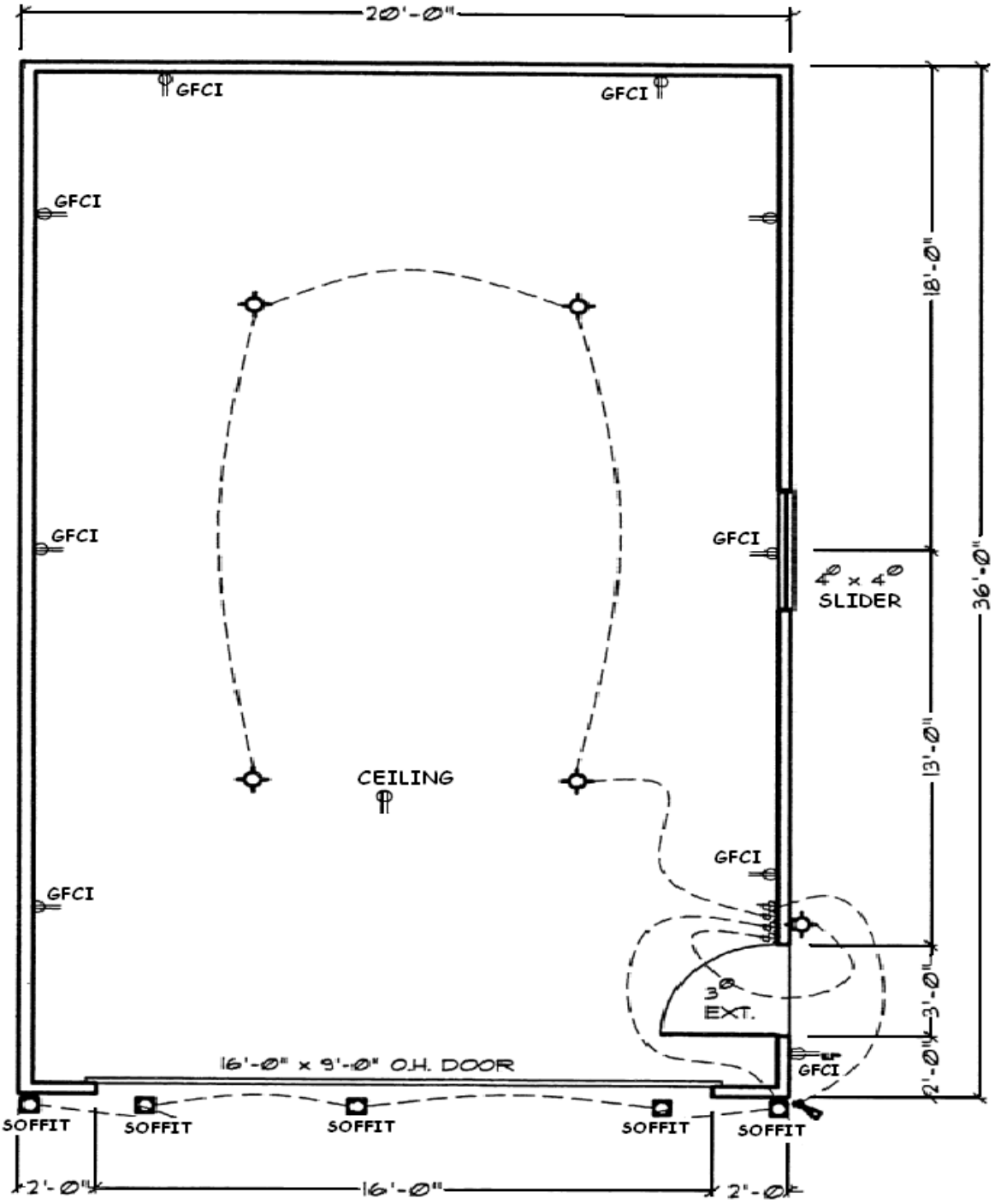
Notice: If you are an owner builder you are required to submit an Owner-Builder Certification. Instructions and the document can be found at the following link.

http://www.salemcity.org/owner-builder.htm

## ADDITIONAL INFORMATION

- Please read through the Accessory Building Ordinance to make sure that your plans are compliant. https://media.rainpos.com/1443/accessory_buildings.pdf

# SAMPLE DETACHED GARAGE FLOOR PLAN DIAGRAM




If the structure is being built closer than 5 feet to the property line, then fire-resistive construction is required on the wall parallel to that property line. The total square footage of all openings in that wall cannot equal more than 25% of that wall space (i.e. doors, windows, vents, etc). Include details on how fire-resistive construction will be achieved.

## LEGEND

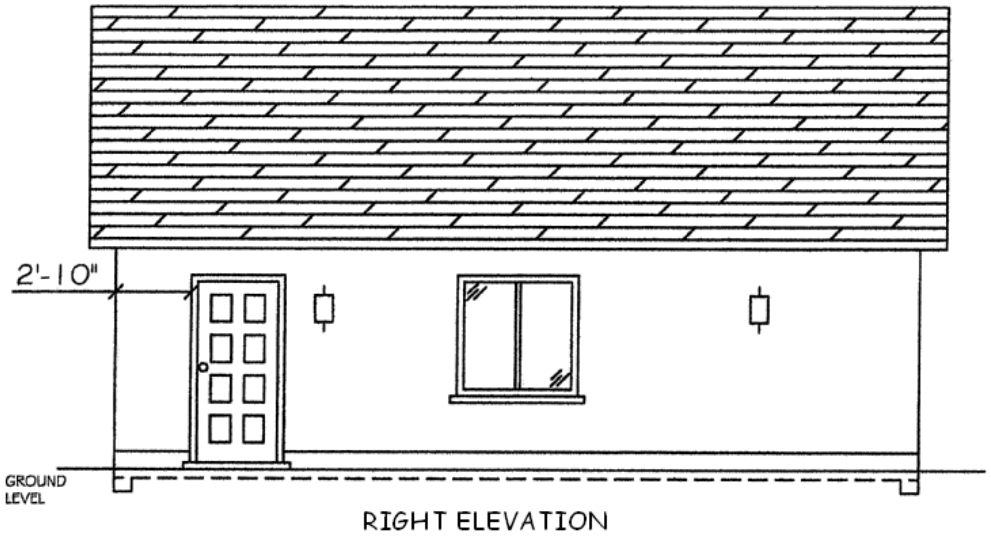
- LIGHT FIXTURE
- CAN LIGHT FIXTURE
- 110 VOLT / OUTLETS
- 220 VOLT / OUTLETS
- 110 / WEATHERPROOF OUTLETS
- SINGLE SWITCH
- FLOOD LIGHT

**GARAGE AREA**
**720 SQ. FT.**

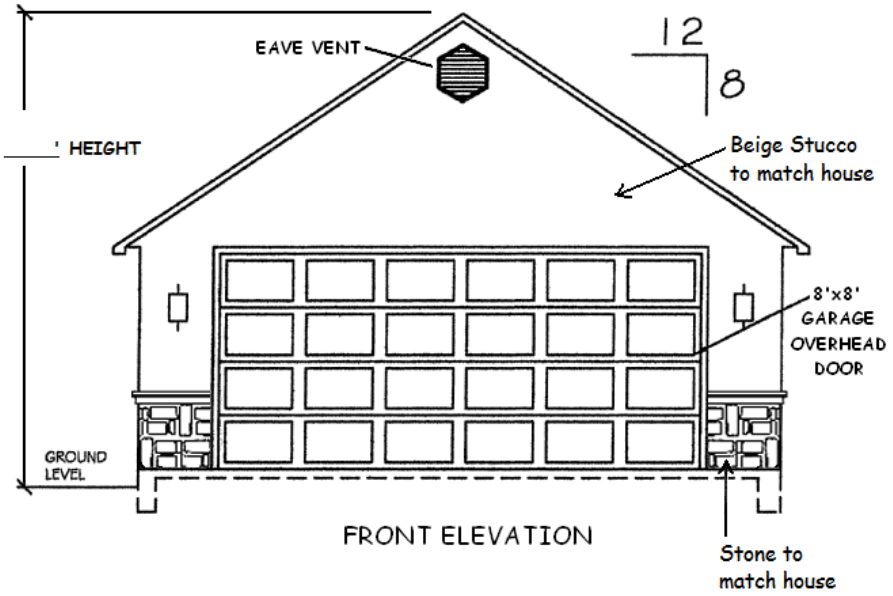
This is a sample diagram and is for informational purposes only. It may not accurately represent or reflect all currently approved or required code items.

# SAMPLE DETACHED GARAGE ELEVATION DIAGRAM

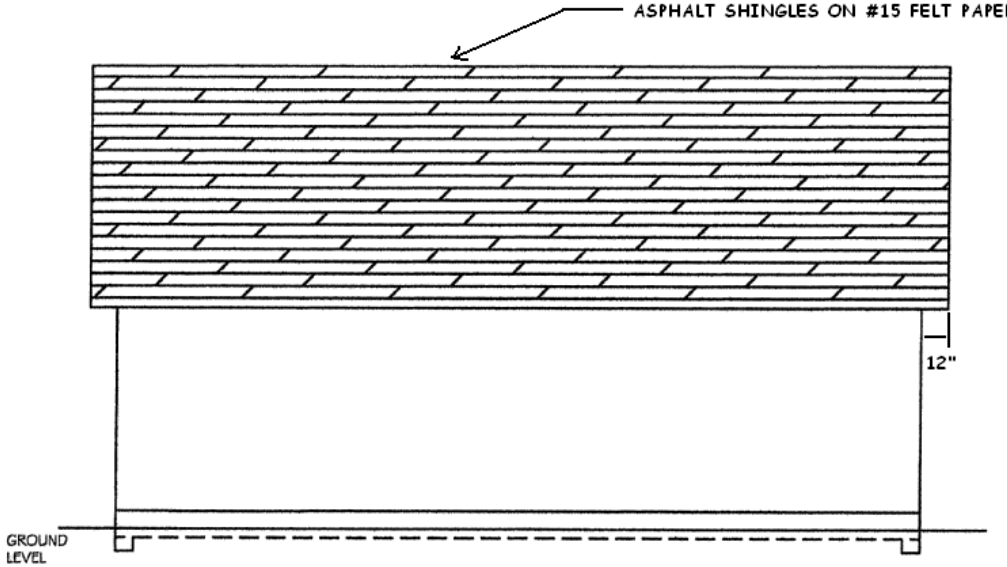
Please contact planning@herriman.org or 801-446-5323 for maximum height, size, style and setbacks from property line requirements.



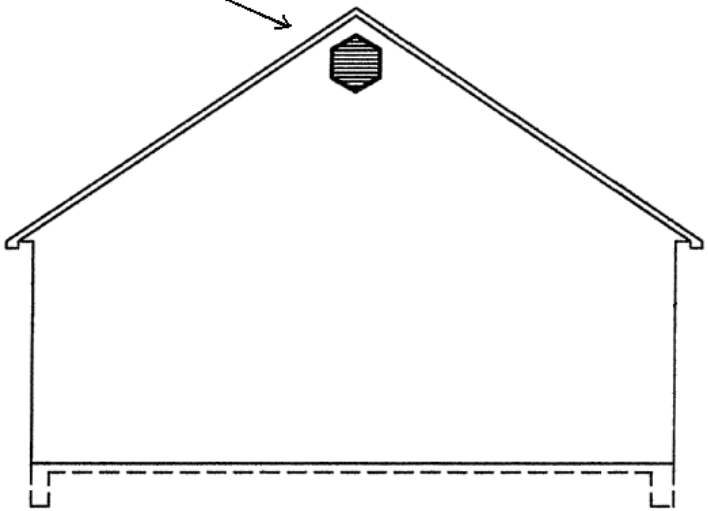

RIGHT ELEVATION




FRONT ELEVATION



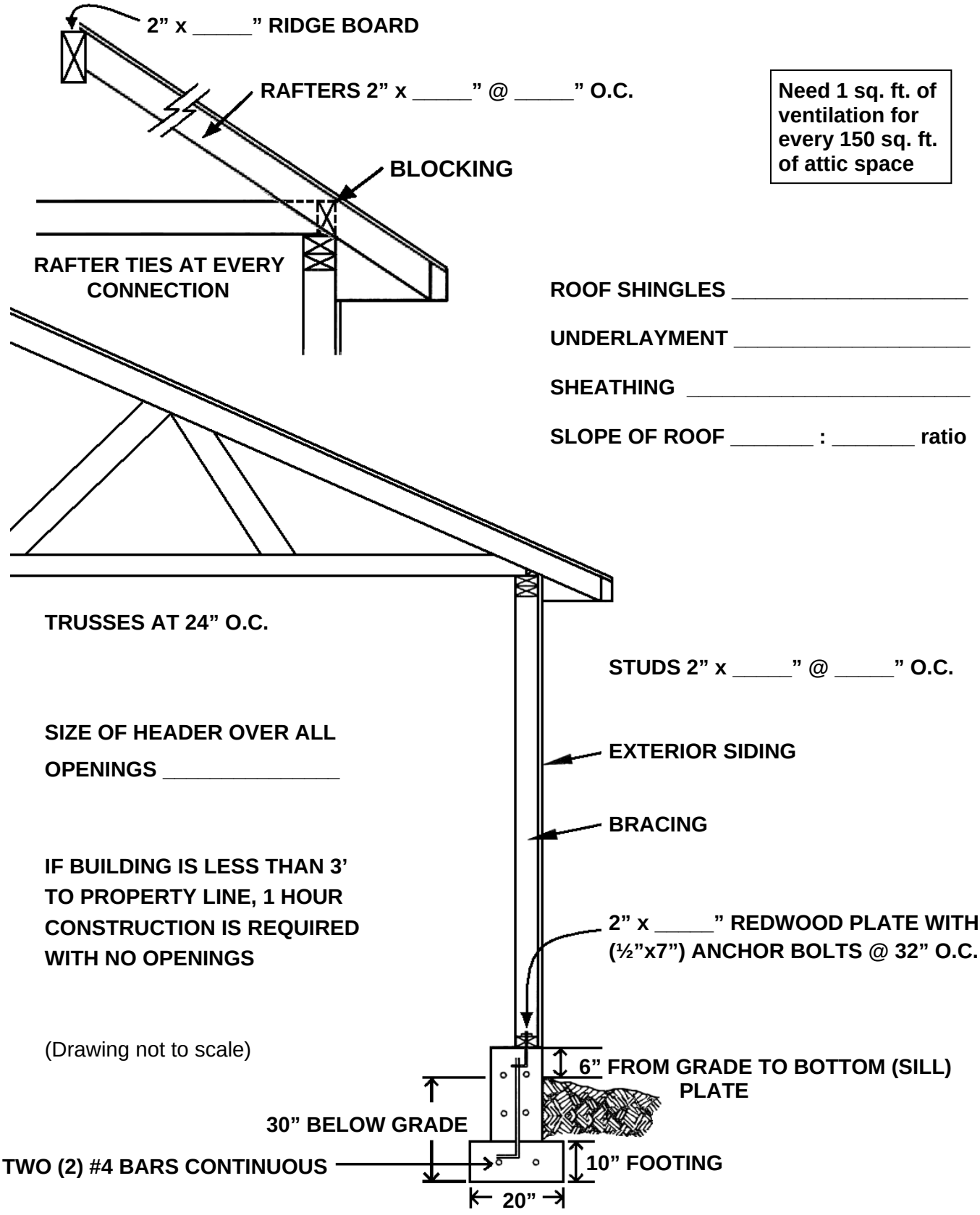

LEFT ELEVATION



REAR ELEVATION

# TYPICAL DETACHED GARAGE - SECTION DIAGRAM

**600 square feet or less of light framed construction with an eave height of 10’ or less**




**Need 1 sq. ft. of ventilation for every 150 sq. ft. of attic space**

**ROOF SHINGLES** _____

**UNDERLAYMENT** _____

**SHEATHING** _____

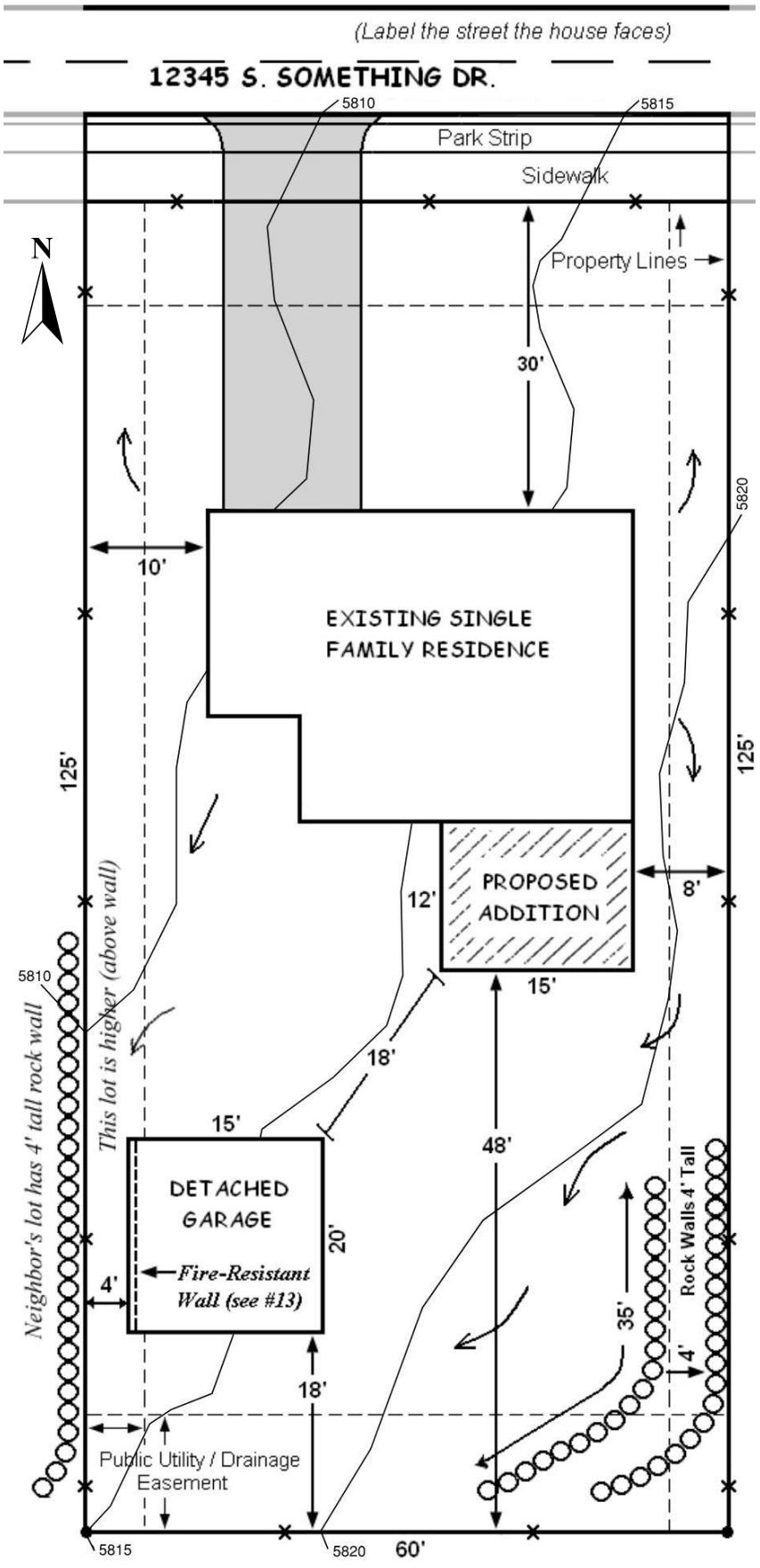
**SLOPE OF ROOF** _____ **:** _____ **ratio**

This is a sample diagram and is for informational purposes only. It may not accurately represent or reflect all currently approved or required code items.

# TYPICAL SITE PLAN

## CHECK LIST

1. Show dimensions of the property.
2. Put address of home on the street the house faces.
3. Show names of bordering street(s).
4. Show topographical contour lines.
5. Show location and dimensions of all existing and proposed buildings, structures and parking areas.
6. Identify the use of all existing and proposed structures including the number of stories.
7. Show distance between buildings (minimum 6'), and distances from buildings and structures to property lines (minimum 5').
8. Show any rock/masonry walls using small circles. **All walls must be built <u>inside</u> of your property lines.** *(No alteration to the land of any kind can obstruct or alter the path of flow of any drainage easement used in the design of the subdivision to drain your lot and neighboring lots.)* ***Any change in drainage design must have an alternate method of maintaining the flow approved by the City <u>prior</u> to changes being made.)***
9. Show height, length and type of any rock or masonry wall(s) including distance between tiers, if any.
10. Include north arrow.
11. Show and identify easements.
12. Show all architectural projections including stairs, balconies, porch covers, decks, etc.
13. If a structure is closer than 5 feet to the property line, then fire-resistive construction is required. Show a notation on the site plan and details on the construction drawings.
14. Show drainage plan using arrows.
15. If structure or rock/masonry wall exists or will be within surcharge area of another wall (even on neighboring property), show this on plan.




*rev. 5/21*

# TYPICAL GAS LINE SCHEMATIC (DIAGRAM)

Delivery Pressure (4 oz. or 2 lb.) = _____

Gas Line Size = _____

Total BTUs = _____

Total Feet of Gas Line = _____