

**Salem City**  
Building Department  
PO Box 901  
Salem, UT 84653  
801-423-2770 ext. 205

### **STEPS FOR SUBMITTING ADDITION 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 “residential addition”
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 ADDITION BUILDING PERMIT APPLICATION**

- Engineer Stamped Construction Plans
- Site Plan
- Gas Schematic (if applicable)
- Owner Builder Certification (if applicable)

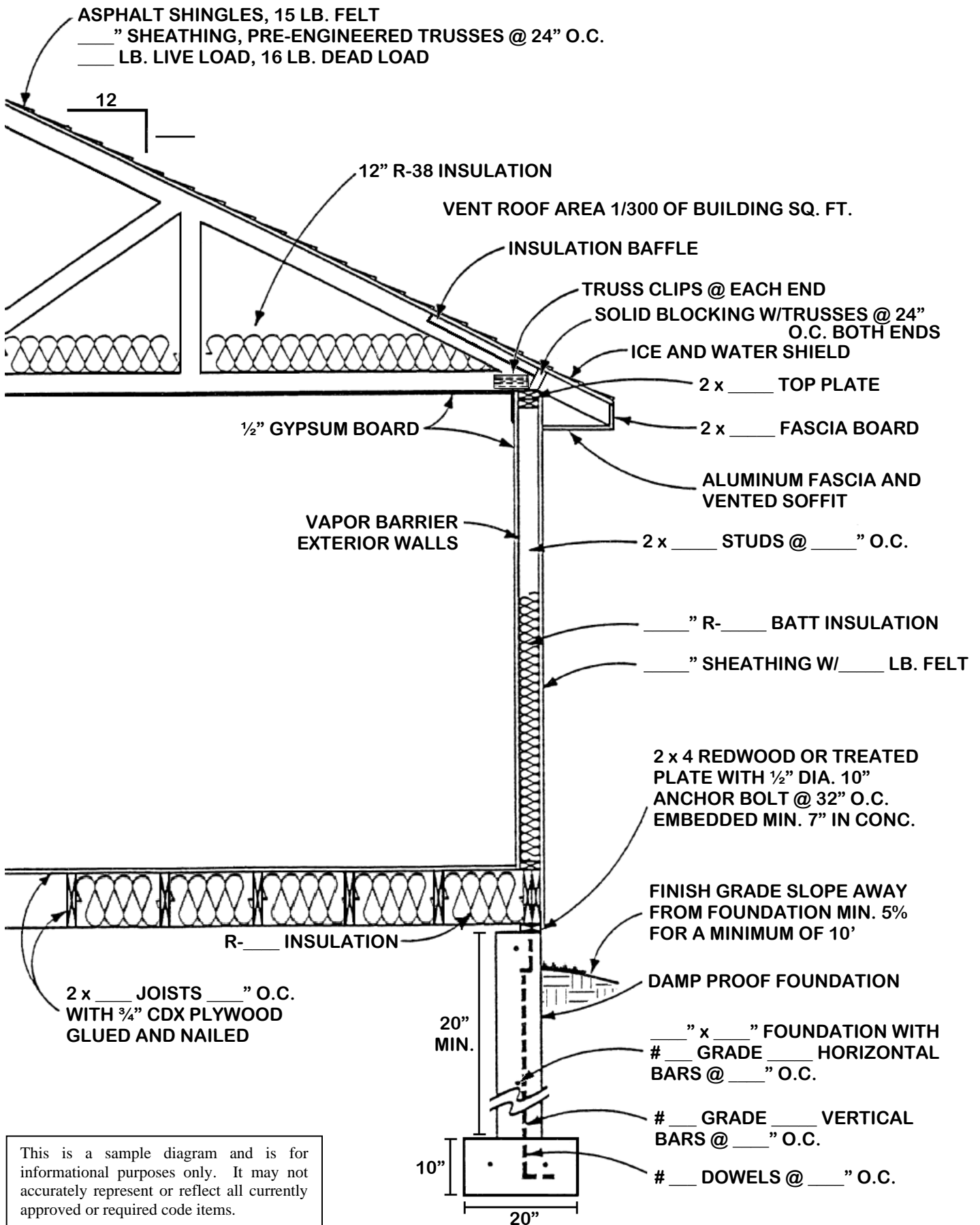
**Notice:** If you are an owner builder you are required to submit an Owner-Builder Certification. Instructions and the document can be found at the following link.

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

### **ADDITIONAL INFORMATION**

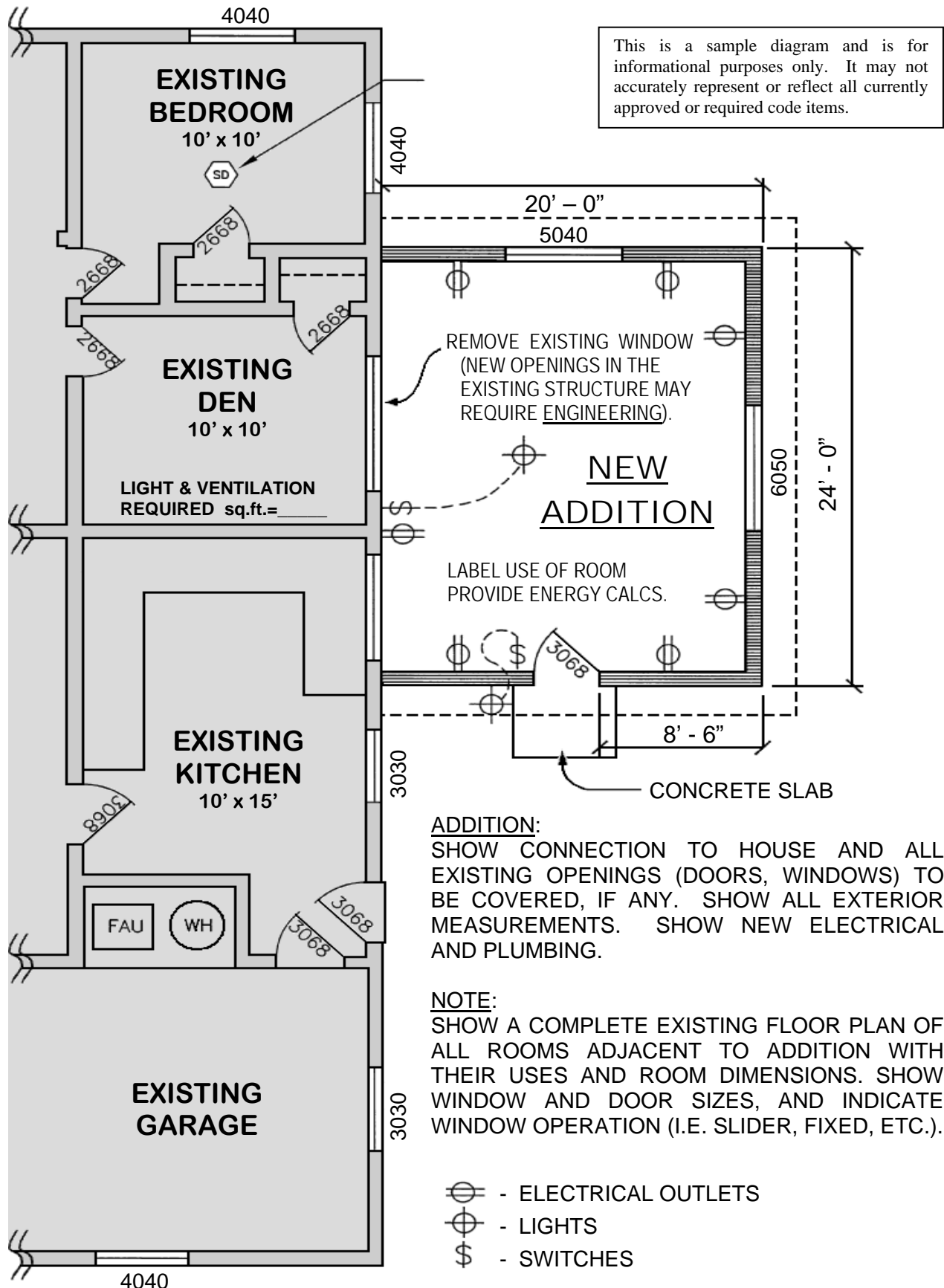
- Please see attached diagram examples of addition plans. These will help with what is needed to be included in the Construction Plans.

# TYPICAL ADDITION SECTION DIAGRAM

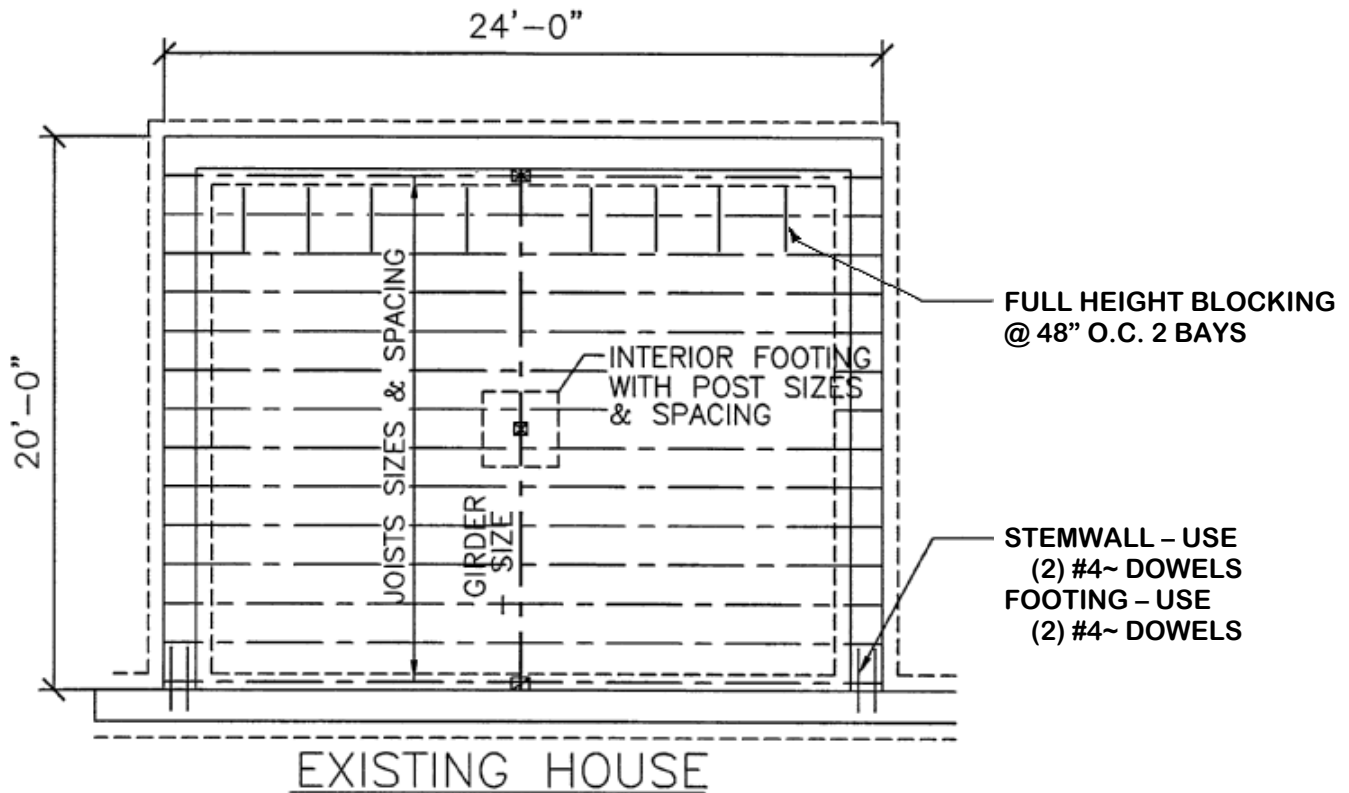


This is a sample diagram and is for informational purposes only. It may not accurately represent or reflect all currently approved or required code items.

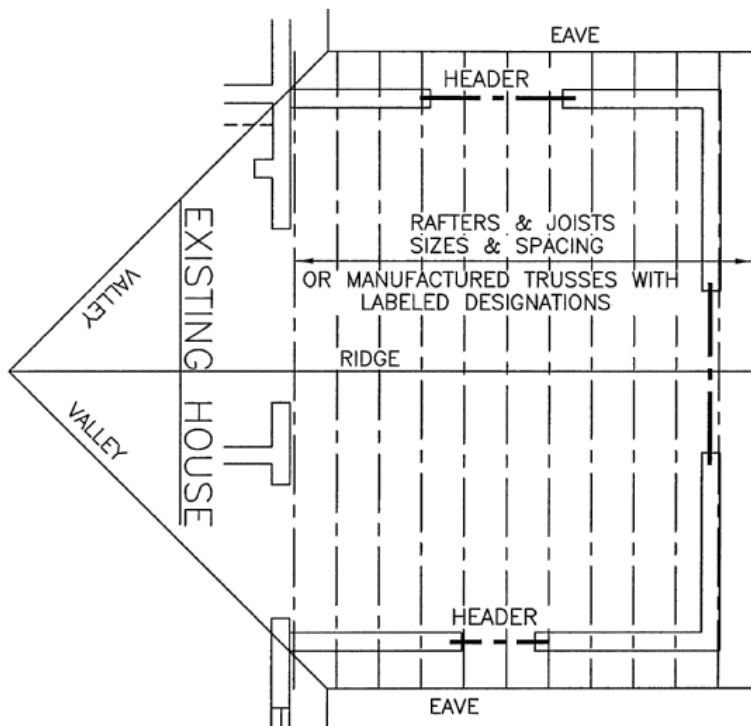
# TYPICAL ADDITION FLOOR PLAN



## TYPICAL ADDITION FLOOR LAYOUT PLAN



## TYPICAL ADDITION ROOF LAYOUT PLAN



1. SHOW CONNECTIONS TO HOUSE.
2. SHOW ALL EXISTING OPENINGS TO REMAIN.
3. SHOW ALL EXTERIOR MEASUREMENTS.
4. SHOW ALL CONNECTORS.
5. SHOW ACCESS AND VENTILATION.
6. SHOW RIDGE SIZE AND FRAMING WITH TIE TO EXISTING ROOF.

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.