

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

Awning, Pergola or Patio Covering -Building Permits

Needed documents

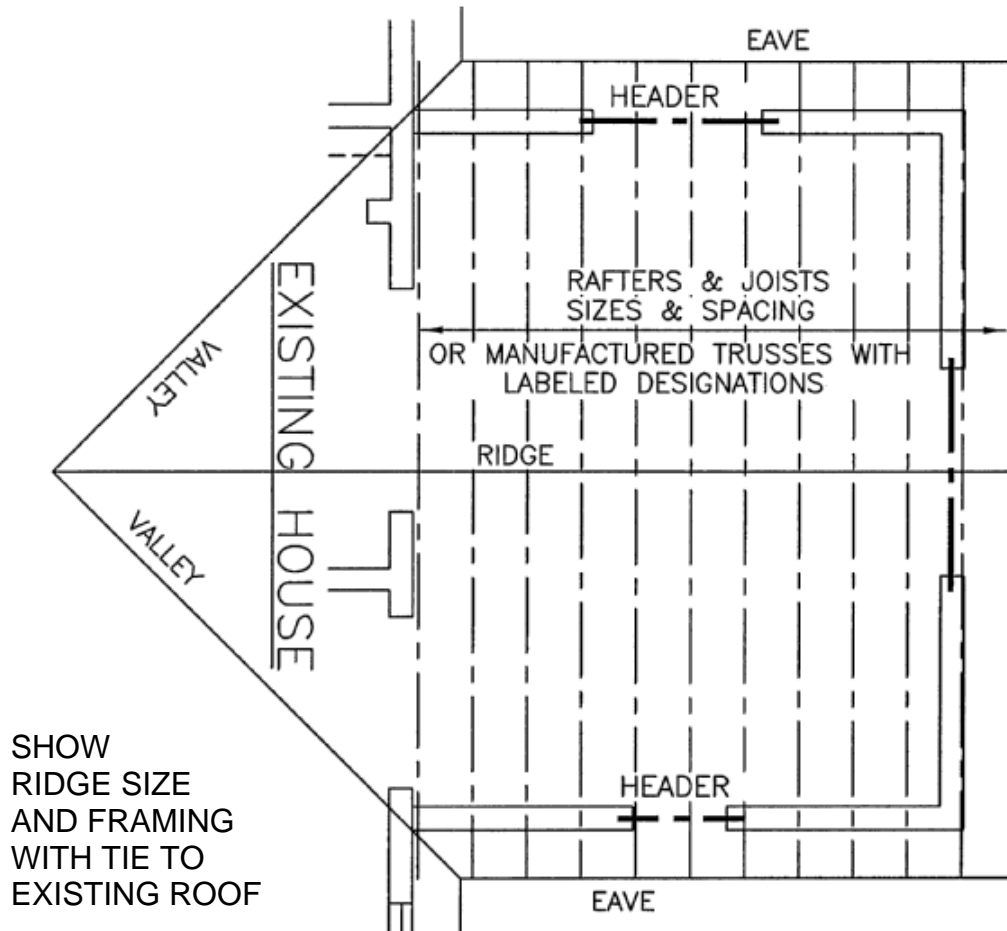
- 1) **SITE PLANS: must include:**
 - a) Setbacks to property lines, existing buildings, dimensions of the covering
 - b) Label all new and existing construction
- 2) **FOOTING DETAILS: must include:**
 - a) Location and size of footings, posts and beams
 - b) Show all
- 3) **MATERIALS DETAILS: must include:**
 - a) Include types of materials to be used
- 4) **PLAN DETAILS: must include:**
 - a) Dimensions, layout, heights, etc.
 - b) Connections to existing building
 - c) Framing dimensions, lumber size, spacing and span
 - d) Structural elements must be stamped by a Utah licensed structural engineer
 - e) Guardrail detail if applicable, showing attachment to deck

Steps for submitting application for building permit

- Go to <http://www.salemcity.org/> (open in Google Chrome or Firefox browser)
- Scroll down to “building department” section (it will be on the left side of the page)
- Click on “permit request ([Cityworks Program](#))” (It is in bright yellow)
- Proceed to create a new user or login if you already have a user setup
- At the top, center of the page click “create application”
- Select “building” tab
- Click “residential”
- Click “residential other”
- Click “begin application” to the bottom right
- Follow prompts and fill out requested information

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>

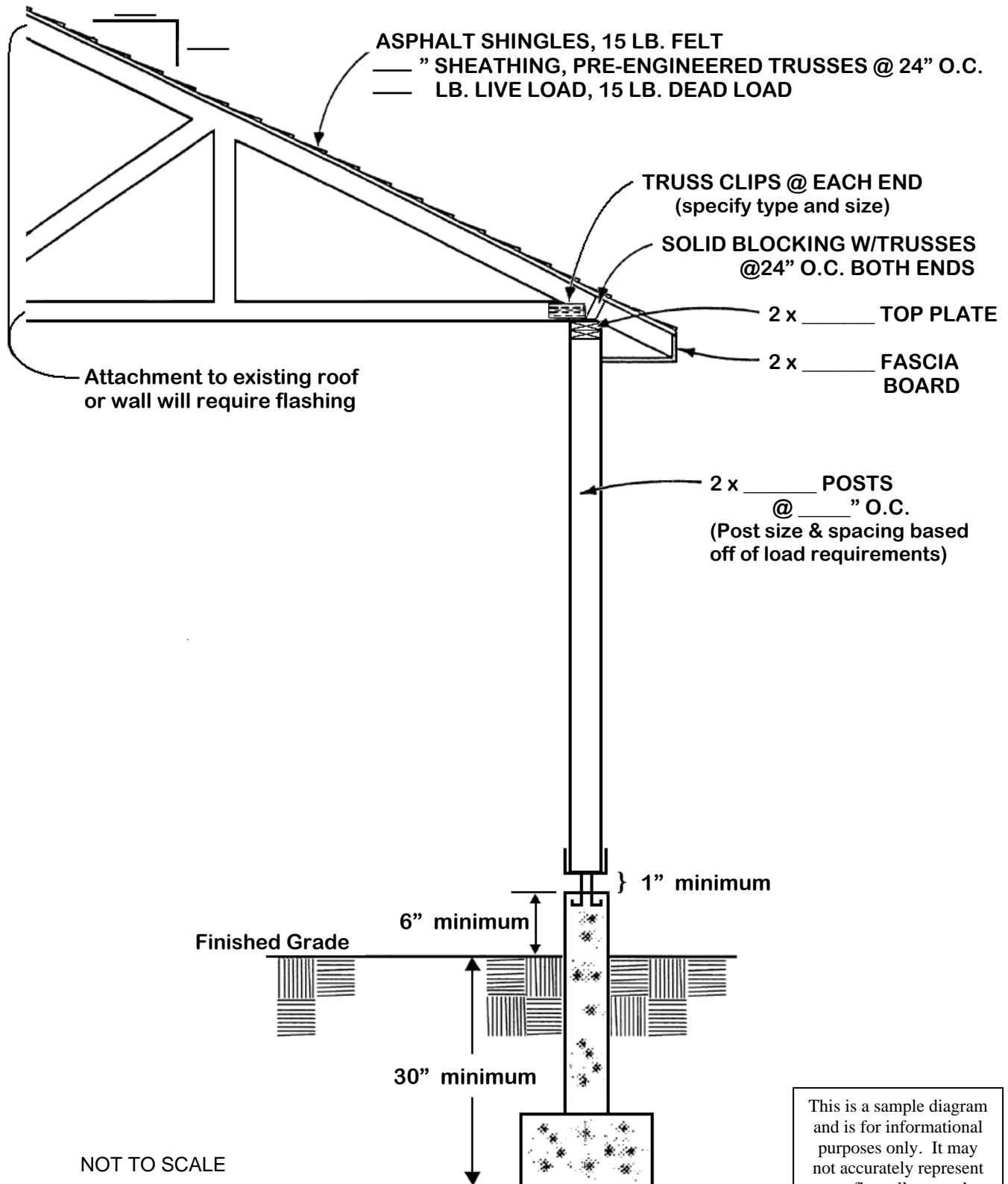
TYPICAL ROOF COVER LAYOUT PLAN



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

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 ROOF COVER SECTION DIAGRAM



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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 inside 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 prior 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.

