

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 remodel”
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.

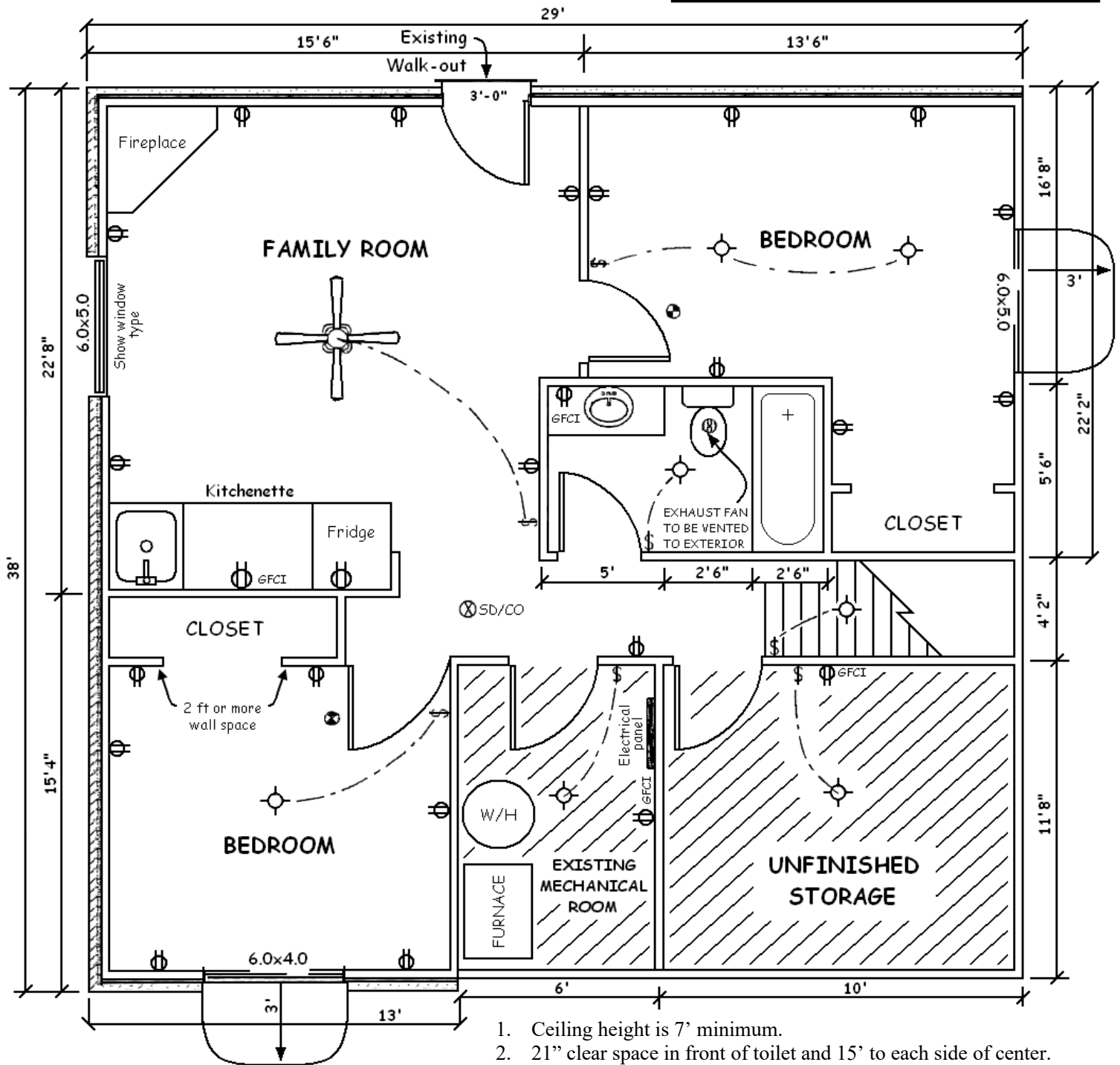
<http://www.salemcity.org/owner-builder.htm>

ADDITIONAL INFORMATION

- Please see attached examples of remodel plans. Make sure that existing areas are labeled and that changes are clear. These will help with what is needed to be included in the Construction Plans.

Typical for Remodel

Total Sq. Ft. of area
being finished: _____



- ⊙ = Electrical Outlets
- ⊕ = Light Fixture
- \$ = Light Switch
- ⊙ = Smoke Detector
- ⊗SD/CO = Combination Carbon Monoxide/Smoke Detector

1. Ceiling height is 7' minimum.
2. 21" clear space in front of toilet and 15' to each side of center.
3. 900 square inch shower floor area and min. 30" dimension on one side. Minimum 22" door with a minimum 24" in front of door.
4. **Tamper resistant** receptacle outlets will be provided so any point along a wall does not exceed 6' distance to an outlet.
5. Small wall sections between doors will have an outlet when 2 feet or wider.
6. Insulation will be at least R-19 in walls. (**Vapor barriers are not allowed over insulation** on foundation walls in basements. Please note this on your plans.)
7. All exterior walls will be **fireblocked** horizontally and vertically in 10' compartments.

--- FOR REFERENCE ONLY ---
This drawing does not necessarily
Comply with current building code.

Typical for Remodel

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