



Building Permit Application Review Procedures

Plan submittal requirements for Coalville City are as follows:

- All required department signoffs and approvals from the Planning and Zoning Department, and Public Works Department must be acquired before the building permit application process can be initiated.
- Provide a site plan (minimum scale 1" = 20') for review and approval by the Planning and Zoning and Public Works Dept's. The site plan must include the following: (new residential or commercial construction plans cannot be hand drawn).
 - ✓ Property lines, easements, rights of way, adjacent street centerline, and existing structures.
 - ✓ Proposed setbacks from all structures and driveway to the nearest property line.
 - ✓ Driveway dimensions and material, either concrete or asphalt (driveway must connect to the street and be paved a minimum of 50 feet from edge of street asphalt with 5-foot flares, and maximum 24-foot width at street connection).
 - ✓ Proposed location of water and sewer line tie-ins. (water and sewer lines must have a 10-foot horizontal separation).
 - ✓ Proposed grading of lot or parcel for the building(s) and slope of driveway.
 - ✓ Height of structure(s) from natural grade to highest roof ridge.
- The application form must be completely filled in with all required information. This includes the name, address and contact information for the applicant and the architect or engineer, the general contractor for the project as well as the contact information and Utah State License Number for the contractor and all sub-contractors intended to be used on the project.
- Three complete sets of clearly legible plans and drawings. Two sets on pages sized at a minimum of 18"X 24", one electronic set sent to cityhall@coalvillecity.org.
- A cover page listing the jurisdictional codes and authorities used, a section showing a "Building Code Analysis" listing the occupancy, building type, square footage calculations per room and total floor area as well as building height, fire suppression if required and fire resistance ratings where used. The design criteria being used must meet the requirements of the current code.
- Structural plans drawn to scale with scale listed as well as a north arrow.
- Building elevations for each side of building with sections showing the thermal envelope.
- Floor plans drawn to scale for each story including finished or unfinished basement or any habitable attic space showing all wall details, doors, windows, stairs, and the location of each structurally engineered member in the engineering documents.
- Provide a complete footing and foundation drawing with exact measurements and a table showing rebar requirements for footings, foundations, and columns.
- A roofing page showing layout and design of structural members or trusses, a shear wall nailing and hold down schedule, an electrical layout page, a plumbing plan, mechanical heat loss calculations with manual J and manual D included. An insulation ResCheck showing the compliance with the current Energy code.
- Engineer or architect to stamp and sign structural pages of drawings and details to be used for construction.