



BUILDING AND INSPECTIONS

Box Elder County Building Permit Submittal Requirements

Use the check list below to ensure you provide to the county all required items when turning in plans for building permits. The form should be signed by the contractor indicating that all required documentation has been provided. Any missing items may cause a delay in processing the application. **This sheet must be included when submitting.**

A COMPLETE SET OF BUILDING PLANS – WHICH MUST INCLUDE:

- PLOT PLAN** – Show the location and distances on the property from property lines (and existing structures if applicable) where the structure will be built.
- ELEVATION DRAWINGS** – Include all four sides for new construction and partial views for additions and remodels.
- WALL SECTIONS** – These typically are one of the most important drawings to the Inspection Department during the review process. Please ensure that the drawings are clear and complete. Most applications that are returned to the contractor are due to incomplete wall sections.
- FLOOR PLANS** -- Of each level including plumbing, mechanical, electrical plans and gas line with venting diagram.
- PROOF OF WATER** – Through a private water company, or special service district. Be certain your architect/engineer understands the requirements of your culinary water provider prior to designing a home to be built in Box Elder County. *To include pressure and distance to structure.*
- PROOF OF SEPTIC TANK** – Obtain letter from the Bear River Health Department.
- PROOF OF SPRINKLING SYSTEM** – Unless within 500 feet of a fire hydrant. If on well-water, a sprinkling system and holding tank may be required.
- RES-CHECK** – Showing compliance with the current adopted Energy Code.
- ENGINEERING PACKET & PLANS** must have the same name & address or they will be denied.

BUILDING PERMIT APPLICATION – THE APPLICATION MUST BE COMPLETE WHEN SUBMITTED.

The general contractor, electrical, plumbing, and/or mechanical contractor(s) must be included along with the contractor license number(s). Valuation and signature section must be complete.

Signature: _____ Date: _____