



Community Development Department
P.O. Box 128
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Coalville, Utah 84017
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www.summitcounty.org

CHECKLIST AND REVIEW PROCEDURE FOR BUILDING PERMIT

- **SUBMISSION REQUIREMENTS**

- *Application form*
- *Fee:* A non-refundable plan review fee will be assessed at the time of plan check submittal.
- *2 sets of construction plans:* Plans shall demonstrate compliance with the current State Building Code and must be wet stamped and signed by an Engineer or Architect, licensed in the state of Utah, along with stamped structural calculations.
- *3 copies of a site plan:* Site plan requirements are available at the Summit County Planning Department or they can be found on the County website.
(www.summitcounty.org)
- *ADDITIONAL INFORMATION MAY BE REQUIRED, including, but not limited to approval from the local Fire District, Water District, Sewer District, and Recreation District.*

- **REVIEW PROCEDURE**

1. Upon submittal of the aforementioned items to the Building Department, a plan check number will be assigned. The applicant will be provided with associated documents to be completed, prior to building permit issuance.
2. The applicant will take the building plans and site plans to the Engineering Department for their review. Once their review has been completed, the Engineering Department will return the plans to the Building Department.
3. The Building Department and Planning Department will then review the plans for compliance with their requirements. Once all three Departments have completed their review, correction lists will be forwarded to the applicant.
4. The applicant is responsible for contacting the Engineering Department to address any outstanding items. They can be reached at (435) 615-3250.
5. The applicant will then schedule an appointment with the Building Department to go over the correction lists from both Building and Planning. They can be reached at (435) 615-3156.
6. Upon completion of all corrections and once approvals have been given by all affected agencies, the permit will be issued.