



Millcreek  
 3330 South 1300 East  
 Millcreek, Utah 84106  
 Phone: (801) 214-2700  
[millcreek.us](http://millcreek.us)

# BUILDING PERMIT APPLICATION REQUIREMENT CHECKLIST

APPLICANT NAME AND PROPERTY ADDRESS:	DATE:
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## NEW RESIDENTIAL (ONE & TWO FAMILY DWELLINGS, TOWN HOMES)

- > Locate valuable information using the [millcreek.us](http://millcreek.us) "Map Gallery" at <https://maps-millcrk.hub.arcgis.com/>
- > Is the lot part of a recorded subdivision? If so, What is the name and lot number of the subdivision? Is there an overall drainage plan in place for the entire subdivision? If so, ensure the overall drainage plan is followed for the lot.
- > If part of an existing subdivision, were there any exceptions, special conditions, notes, etc?
- > Does property fall within a Fault Study Area (Go to Map Gallery on [millcreek.us](http://millcreek.us), then click on each [Geological Feature Map](#) . Click on layers to identify applicable features.
- > Is Liquefaction Potential moderate or high? (click only on the Liquefaction layer only, then the subject parcel)
- > Locate the Building Department webpage by visiting <https://millcreek.us/165/Building-Department>
- > Is the property within FEMA Floodplain Zones A, AE, or an Alluvial Fan? (click on Flood Plain layer within the Geological Features Map) Always identify floodplain on cover sheet of plans and reference source, elevations, and obtain any floodplain permits required.
- > What zones apply to the property? (Go to Map Gallery on [millcreek.us](http://millcreek.us), then click on the [Planning Zoning Public Map](#) ) Click on property and follow links to the Salt Lake County Accessors webpage for more information regarding the property configuration, size and legal description.
- > Are there any waterbodies near or adjacent to property? (click on appropriate layer)

## GENERAL

**(CHECKMARK EACH BOX AND SUBMIT WITH APPLICATION)**

Note sheet/page number in plans requirement is satisfied	SUBMITTAL	MKZ 19.02.080 Site Plans And Building Elevations Required; Contents	MILLCREEK	
	Yes	<a href="#">MKZ 19.02.080 Site Plans And Building Elevations Required; Contents</a>	Revise	Accept
<input type="checkbox"/>	<input type="checkbox"/>	<b>NOTE OF SCALE USED.</b> Must be scaled with dimensions and measurements. A scale of 1"=10' is typical, but others may be acceptable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>DIRECTION OF NORTH POINT.</b> Indicating the direction North.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>LOT LINES.</b> Together with adjacent streets, roads and rights-of-ways, public utility easements, access easements, and irrigation and canal easements, etc.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>LOCATION OF THE PROPOSED AND EXISTING CONSTRUCTION IMPROVEMENTS</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>MOTOR VEHICLE ACCESS.</b> Show individual parking stalls and identify covered stalls.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>LABEL ZONES.</b> Include whether the single family, two family, or twin home is located in the Residential Compatibility Overlay Zone, Ch. 19.71 of the MKZ.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>BUILDING AND OPEN SPACE COVERAGES.</b> Include percentages showing minimums and maximums are met.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>NAMES, ADDRESS, TELEPHONE NUMBER OF BUILDER AND OWNER.</b> Include subdivision name and lot number if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>ORIENTATION OF EACH ELEVATION.</b> (NORTH, SOUTH, EAST and WEST)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>LOT LINES.</b> Each elevation view shall show all applicable lot lines.	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<b>EXPLANATORY NOTES DESCRIBING MATERIALS.</b> Including percentages of each material on each facade.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>SHOW ORIGINAL GROUND SURFACE.</b> Label all points along each elevation of the building. <a href="#">Refer to MKZ 19.04.095 "Building, Height Of" for definitions.</a>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>PROPOSED FINISH GRADE AT ALL POINTS ALONG EACH ELEVATION OF THE BUILDING.</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>FINISHED FLOOR LEVELS.</b> Including all levels of a building, including but not limited to, basements, garages, patios, and decks.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>TOP OF FOOTING ELEVATIONS.</b> An elevation certificate will be required at footing inspection.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>TOTAL HEIGHT OF HOME.</b> Identify total height as measured from original ground surface to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the highest point of a pitched roof or	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>NECESSARY EXPLANATORY NOTES.</b> Address any requirements particular to the zone(s).	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>ALL OTHER INFORMATION THAT MAY BE REQUIRED, AS DETERMINED BY THE DIRECTOR.</b> Include any previous approvals such as LUHO approval, CUP letter, or an RCOZ B/C approval, variances, Foothill Canyons Overlay Zone (FCOZ) approval letter. <a href="#">Click here for the FCOZ Chapter 19.72 of the MKZ</a>	<input type="checkbox"/>	<input type="checkbox"/>
Note sheet/page number in plans requirement is satisfied	SUBMITTAL	<b>BUILDING DEPARTMENT</b>	MILLCREEK	
	Yes	<b>2015 International Residential Code (IRC) and MKZ 19.02.090 Building And Use Permits Required</b> <a href="#">MKZ 19.02.090 Building And Use Permits Required</a>	Revise	Accept
	<input type="checkbox"/>	<b>SCOPE OF WORK.</b> An itemized list of work that is being proposed. (Be specific)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>CONTRACTOR INFORMATION SHEET OR OWNER BUILDER CERTIFICATION.</b> Names and contact info of who is performign the work.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>PROPOSED FLOOR PLANS.</b> Clear plans showing proposed area, Dimensions of each room and space, Use of each room and space, Window/Door locations with dimensions and u-factors, Square footage of remodels area, code version referenced (2015), Elevation view of each side (North, South, East, and West), Cross section view of stair/guardrails, Insulation R-Values of exterior walls or Res-Check, General Notes and details of scope of work performed.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>STRUCTURAL PLANS.</b> Footing, foundation, posts, and/or beam sizes and schedules, Structural calculations, general notes and details.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>MECHANICAL PLANS.</b> Location of furnace, Location and size of supply/return ducts, Location of exhaust fans, Location of combustion air, Manual J/D/S.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>ELECTRICAL PLANS.</b> Detailed electrical diagram with the location of all lights, switches, outlets, Location of smoke and CO detectors, Note GFCI on required outlets, Location of meters and panels with electrical load calculations along with a one-line diagram.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>PLUMBING PLANS.</b> Location of water heater, location of all plumbing fixtures, shut-off valves, location of all floor drains.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>GAS LINE DIAGRAM.</b> A complete drawing including pipe size, length, BTU's of each appliance on gas line and meter size. Include longest length and CFH.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>PROPERTY DETAILS.</b> Submit subdivision name and lot number if applicable. Submit parcel identification number. Submit any previous approvals granted (i.e nonconforming use or noncomplying structure determinations, variances, conditional use permits	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>DISTINCTION</b> between any existing and proposed buildings or site features.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>LABEL</b> structures to be demolished, such as detached garage, shed, single family house.	<input type="checkbox"/>	<input type="checkbox"/>

Refer to <https://millcreek.us/165/Building-Department> for more information and documents. (i.e. Apply for a permit, request an inspection, adopted construction codes, forms and links, climate and geographic design, and FAQ's)

Note sheet/page number in plans requirement is satisfied	SUBMITTAL	<b>PLANNING AND ZONING DEPARTMENT</b>	MILLCREEK	
	Yes	<b>General requirements needed and example can be located at</b> <a href="https://millcreek.us/DocumentCenter/View/1028/R-1-ZONE-FACT-SHEET">https://millcreek.us/DocumentCenter/View/1028/R-1-ZONE-FACT-SHEET</a>	Revise	Accept
	<input type="checkbox"/>	<b>PROPERTY INFORMATION</b> , including relevant zoning code, topography, site features, etc., for your property may be obtained from <a href="https://maps-millcrk.hub.arcgis.com/pages/planning-and-zoning-public">https://maps-millcrk.hub.arcgis.com/pages/planning-and-zoning-public</a>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<b>DIMENSIONS</b> between buildings, and from buildings (including overhangs and projections) to all property lines. Refer to required setbacks of each zone and RCOZ.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>LOCATIONS AND SQUARE FOOTAGES</b> of all existing and/or proposed driveways, walkways, decks, patios and other impervious surfaces, indicating surface materials and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>USE</b> of each building or area (garage, residence, ADU, shop, shed, etc.). Include retaining walls, rockeries, and the like.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>HEIGHT</b> of all structures, fences, decks, retaining walls, rockeries and other similar elements from original ground surface/existing grade.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>LOT COVERAGES.</b> Area of impervious surfaces and supporting calculations. Provide separate subtotals for buildings, driveways/parking areas, and walkways/patios. Identify existing, proposed, and replaced impervious surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>RCOZ (Residential Compatibility Overlay Zone) Chapter 19.71.030 of the MKZ (if located in any R-1, R-2, or A-1 Zones )</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<a href="#"><u>MKZ Chapter 19.71.030</u></a>		
<input type="checkbox"/>	<b>MAXIMUM BUILDING HEIGHT.</b> Maximum Building Height. Each point on the highest ridge of the structure shall be no more than that specified in Table I, column (b) for the zone in which the property is situated. Maximum building height shall be measured in feet from that point on the original grade vertically below the referenced ridge height (not including chimneys and vent stacks).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>MAXIMUM LOT COVERAGE.</b> The lot coverage of all structures on the lot shall be not more than the percentages given in Table I, column (d).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>FRONT YARD.</b> The minimum front yard setback shall be as specified in the applicable City code.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>SIDE YARD.</b> The combined side yard setbacks for any main structure shall be at least twenty-five percent of the lot width with no side setback less than eight feet. For purposes of this provision, "lot width" is the diameter of the largest circle that can be inscribed entirely within the lot, not including streams, floodplains, wetlands, areas of thirty percent slope or greater or other natural hazard areas. No extensions, bay windows or similar building elements may encroach into the required setbacks under Option A, except for (a) attached air conditioning units, electrical boxes, utility meters and the like and (b) roof overhangs or eaves that extend no more than two feet into the area of the minimum side setback.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>REAR YARD.</b> The minimum rear setback of the primary residence and any accessory building shall be as specified in the applicable City code.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>BUILDING ENVELOPE.</b> The height of all structures is further limited by the building envelope created by starting at a point eight feet above ground at each point on the property line of the lot and extending on a line at a forty-five degree angle from the vertical toward the interior of the lot, the projection of such line on the horizontal plane of the lot to be perpendicular to the property line. The entire building must fit under this envelope except for dormers and gables that satisfy the following limitations:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>DORMERS.</b> A dormer may exceed the graduated height envelope, provided:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> The width of the dormer is no more than fourteen feet;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> With multiple dormers, the distance to the front, or side edges of the roof is at least one-half the distance between dormers; and	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> The dormer is no higher than the ridge of the roof.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>GABLES.</b> A gable may exceed the graduated height envelope, provided:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> The height of the gable is no more than 1.75 times higher than the point where the graduated height envelope intersects the gable; and	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> The height of the gable is less than the maximum building height.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>MASS AND SCALE.</b> To avoid a large, continuous building mass of uniform height; no portion of any building shall continue more than forty feet horizontally without a minimum of an eighteen-inch break in the roofline or an architectural element such as an overhang, projection, inset, material and textural change to create shadow patterns along the elevation of the building. The elements required by this section are in addition to all other requirements under this Part.	<input type="checkbox"/>	<input type="checkbox"/>

Refer to the [R-1 Zone Fact Sheet](#) and the [RCOZ Users Guide](#) located on the Millcreek Planning and Zoning webpage for guides and examples.

Note sheet/page number in plans requirement is satisfied	SUBMITTAL	ENGINEERING DEPARTMENT	MILLCREEK	
	Yes	<i>MKZ Chapter 17.24, Chapter 19.75 and Title 14</i>	Revise	Accept
	<input type="checkbox"/>	<b>IDENTIFY AND LOCATE FLOOD ZONE OR PATHWAY DESIGNATION.</b> Label FEMA Floodplain Zones A, AE, or an Alluvial Fan.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>IDENTIFY CENTERLINE OF ADJACENT STREETS WITH DISTANCE FROM CENTER LINE TO PROPERTY LINE.</b> Label Adjacent Streets as Public or Private	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>LIQUEFACTION DESIGNATION.</b> Label Liquefaction Potential (moderate or high?) Use the geolocal features map and click only on the Liquefaction layer only, then the subject parcel.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>EROSION CONTROL PLANS.</b> Show and Identify the following: Silt fence or fiber roll to prevent silt and sediment from leaving the site. Storm drain inlet protection. Concrete Washout. Dumpster. Portable Toilet. Material Storage Area. Tracking pad at construction entrance.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>GRADING AND DRAINAGE PLANS.</b> Grading and drainage plan showing existing contours and proposed contours with drainage arrows. Show storm drain calculations if new dwelling(s) will be disturbing one-acre or more. Check for canals on or adjacent to subject property. Cannot route stormwater to canals without canal co. permission. Owner to work with canal co. if moving, piping, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>LOCATE CANALS AND DITCHES.</b> Include any irrigation or canal company approval letter.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>NATURAL HAZARDS.</b> Identify all potential hazards including but not limited to avalanche, liquefaction, surface fault rupture, and faults.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>PUBLIC IMPROVEMENTS.</b> Sidewalk, Curb, and Gutter are required along the frontage; if any of these items already exist, add a note that any damaged sidewalk, C&G must be replaced prior to issuance of C of O. Follow Millcreek Standard Plans 140 and 145 (see link below). <a href="https://millcreek.us/DocumentCenter/View/95/Standard-Plans-for-Public-Works-Construction-PDF">https://millcreek.us/DocumentCenter/View/95/Standard-Plans-for-Public-Works-Construction-PDF</a> . Refer to Title 14 at <a href="#">Chapter 14.12 STANDARDS FOR ROADWAY DEVELOPMENT</a> for standards and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>SENSITIVE LANDS.</b> Property on or near sensitive lands (greater than 30%, near a water body, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Comments: