



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

## ACCESSORY STRUCTURE BUILDING PERMIT REQUIREMENTS

<b>APPLICANT NAME:</b>	<b>DATE:</b>
------------------------	--------------

<b>PROPERTY ADDRESS:</b>
--------------------------

### GENERAL

- Remember, this is meant to be a helpful guide, not a comprehensive list.*
- Permit applications and inspection requests can be made online by visiting <https://millcreek.us/165/Building-Department>
- Note the total project cost on the application. This must include labor and materials.
- Dumpsters, restrooms, and material storage shall be kept on the property and off city streets, sidewalks and adjacent properties. Dumpsters can be stored on the street for a maximum of one week by obtaining a dumpster encroachment permit from the Public Works Department. Please visit <https://millcreek.us/174/Encroachment-Agreement>
- Locate the Building Department webpage by visiting <https://millcreek.us/165/Building-Department>
- Is the property within FEMA Floodplain Zones A, AE, AO, 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.
- 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)

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

### SITE PLAN AND ELEVATIONS

Note sheet/page number in plans requirement is satisfied	SUBMITTAL	<b>MKZ 19.02.080 Site Plans And Building Elevations Required; Contents</b>	MILLCREEK	
	Yes	<a href="#"><u>MKZ 19.02.080 Site Plans And Building Elevations Required; Contents</u></a>	Revise	Accept
		<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.		
		<b>DIRECTION OF NORTH POINT.</b> Indicating the direction North.		
		<b>LOT LINES.</b> Together with adjacent streets, roads and rights-of-ways, public utility easements, access easements, and irrigation and canal easements, etc.		
		<b>SETBACKS.</b> Note setback measurements from lot lines to structures.		
		<b>UTILITY LOCATIONS.</b> Show where water, sewer, electric, and gas utility lines and meters are located.		
		<b>MOTOR VEHICLE ACCESS.</b> Show individual parking stalls and identify covered stalls.		
		<b>LABEL ZONES.</b> Include whether the accessory structure is located in the Residential Compatibility Overlay Zone, Ch. 19.71 of the MKZ.		
		<b>BUILDING AND OPEN SPACE COVERAGES.</b> Include percentages showing minimums and maximums are met.		
		<b>NAMES, ADDRESS, TELEPHONE NUMBER OF BUILDER AND OWNER.</b> Include subdivision name and lot number if applicable.		
		<b>ORIENTATION OF EACH ELEVATION.</b> (NORTH, SOUTH, EAST and WEST)		
		<b>LOT LINES.</b> Each elevation view shall show all applicable lot lines.		
		<b>EXPLANATORY NOTES DESCRIBING MATERIALS.</b> Including percentages of each material on each facade.		

		<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>		
		<b>PROPOSED FINISH GRADE AT ALL POINTS ALONG EACH ELEVATION OF THE BUILDING.</b>		
		<b>FINISHED FLOOR LEVELS.</b> Including all levels of a building, including but not limited to, basements, garages, patios, and decks.		
		<b>TOP OF FOOTING ELEVATIONS.</b> An elevation certificate will be required at footing inspection.		
		<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 hipped roofs, or gambrel roofs		
		<b>NECESSARY EXPLANATORY NOTES.</b> Address any requirements particular to the zone(s).		
		<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>		
Note sheet/page number in plans	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
		<b>CODE ANALYSIS.</b> Note applicable building codes, use, and square footage.		
		<b>SCOPE OF WORK.</b> An itemized list of work that is being proposed. Project description.		
		<b>CONTRACTOR INFORMATION SHEET OR OWNER BUILDER CERTIFICATION.</b> Name and contact information of who is performing the work.		
		<b>CONSTRUCTION PLANS.</b> Clear plans showing area, Dimensions of each room and space, Use of each room and space, Window/Door locations with sizes, pool barrier/cover requirements. A statement indicating that actual construction will comply with applicable local ordinances and building codes.		
		<b>ENERGY CODE COMPLIANCE.</b> Show R-values of slab, walls floors, and ceiling. Window U-factors.		
		<b>STRUCTURAL PLANS.</b> Footing, foundation, posts, and/or beam sizes and schedules, General notes and details.		
		<b>STRUCTURAL CALCULATIONS.</b> Show all applicable design loads and calculations.		
		<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.		
		<b>ELECTRICAL PLANS.</b> One line 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, electrical load calculations. Bonding and grounding requirements.		
		<b>PLUMBING PLANS.</b> Location of water heater, location of all plumbing fixtures, shut-off valves, location of all floor drains. Gas line diagram.		
Note sheet/page number in plans	Deferred	<b>DEFERRED SUBMITTALS</b>	MILLCREEK	
	Yes	<b>Please Identify Any Documents That Will Be Deferred. These Documents Must Be Reviewed By The Millcreek Building Department Prior To Installation.</b>	Revise	Accept
		<b>MANUAL J/D/S.</b> Heat loss calculations, Equipment Sizing, Duct Sizing.		
		<b>GAS LINE DIAGRAM.</b> A complete drawing including pipe size, length, BTU's of each appliance and meter size. Include longest length and CFH.		
		<b>RES-CHECK.</b> Must be site specific. Must pass by a minimum of 5% if designed under the Utah State amendments.		
		<b>TRUSS DESIGN AND CALCULATIONS.</b> These drawings must be stamped by a design professional and approved by the engineer of record.		
		<b>WATER LINE CRITERIA.</b> Show size of new water meter and service line with calculations.		
		<b>ELECTRICAL LOAD CALCULATIONS.</b> Please show a complete electrical load calculation including service amperage requirement.		
		<b>INSTALLATION MANUALS AND LISTINGS.</b> ES Report, UL Listing, ETL Listing, Manufacturer Installation Instructions, Product Manual.		

Note sheet/page number in plans requirement is satisfied	SUBMITTAL	PLANNING AND ZONING DEPARTMENT	MILLCREEK	
	Yes	General requirements needed and example can be located at <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
		<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>		
		<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.		
		<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.		
		<b>USE</b> of each building or area (garage, residence, ADU, shop, shed, etc.). Include retaining walls, rockeries, and the like.		
		<b>HEIGHT</b> of all structures, fences, decks, retaining walls, rockeries and other similar elements from original ground surface/existing grade.		
		<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.		
Note sheet/page number in plans requirement is satisfied	SUBMITTAL	<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>	MILLCREEK	
	Yes	<a href="#">MKZ Chapter 19.71.030</a>	Revise	Accept
		<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).		
		<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).		
		<b>FRONT YARD</b> . The minimum front yard setback shall be as specified in the applicable City code.		
		<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.		
		<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.		
		<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:		
		<b>DORMERS</b> . A dormer may exceed the graduated height envelope, provided:		
		The width of the dormer is no more than fourteen feet;		
		With multiple dormers, the distance to the front, or side edges of the roof is at least one-half the distance between dormers; and		
		The dormer is no higher than the ridge of the roof.		
		<b>GABLES</b> . A gable may exceed the graduated height envelope, provided:		
		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		
		The height of the gable is less than the maximum building height.		

	<p><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.</p>		
--	--	--	--

**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.**

**Comments:**





