



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

## COMMERCIAL ADDITION BUILDING PERMIT REQUIREMENTS

<b>APPLICANT NAME:</b>	<b>DATE:</b>
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<b>PROPERTY ADDRESS:</b>
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### GENERAL

	<i>Remember, this is meant to be a helpful guide, not a comprehensive list.</i>
	Permit applications and inspection requests can be made online by visiting <a href="https://millcreek.us/165/Building-Department">https://millcreek.us/165/Building-Department</a>
	<i>Note the total project cost on the application. This must include labor and materials.</i>
	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 <a href="https://millcreek.us/174/Encroachment-Agreement">https://millcreek.us/174/Encroachment-Agreement</a>
	<i>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.</i>
	<i>Does property fall within a Fault Study Area (Go to Map Gallery on millcreek.us, then click on each <a href="#">Geological Feature Map</a>. Click on layers to identify applicable features.</i>
	<i>Is Liquefaction Potential moderate or high? (click only on the Liquefaction layer only, then the subject parcel</i>
	<i>Locate the Building Department webpage by visiting <a href="https://millcreek.us/165/Building-Department">https://millcreek.us/165/Building-Department</a></i>
	<i>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.</i>
	<i>What zones apply to the property? (Go to Map Gallery on millcreek.us, then click on the <a href="#">Planning Zoning Public Map</a>) Click on property and follow links to the Salt Lake County Accessors webpage for more information regarding the property configuration, size and legal description.</i>
	<i>Refer to <a href="https://millcreek.us/165/Building-Department">https://millcreek.us/165/Building-Department</a> 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)</i>
	<i>Are there any waterbodies near or adjacent to property? (click on appropriate layer)</i>

**(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="#">MKZ 19.02.080 Site Plans And Building Elevations Required; Contents</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><u>LABEL ZONES.</u></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.		
		<b><u>BUILDING AND OPEN SPACE COVERAGES.</u></b> Include percentages showing minimums and maximums are met.		
		<b><u>NAMES, ADDRESS, TELEPHONE NUMBER OF BUILDER AND OWNER.</u></b> Include subdivision name and lot number if applicable.		
		<b><u>ORIENTATION OF EACH ELEVATION.</u></b> (NORTH, SOUTH, EAST and WEST)		
		<b><u>LOT LINES.</u></b> Each elevation view shall show all applicable lot lines.		
		<b><u>EXPLANATORY NOTES DESCRIBING MATERIALS.</u></b> Including percentages of each material on each facade.		
		<b><u>SHOW ORIGINAL GROUND SURFACE.</u></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><u>LOCATION OF THE NEAREST FIRE HYDRANT.</u></b>		
		<b><u>PROPOSED FINISH GRADE AT ALL POINTS ALONG EACH ELEVATION OF THE BUILDING.</u></b>		
		<b><u>FINISHED FLOOR LEVELS.</u></b> Including all levels of a building, including but not limited to, basements, garages, patios, and decks.		
		<b><u>TOP OF FOOTING ELEVATIONS.</u></b> An elevation certificate will be required at footing inspection.		
		<b><u>TOTAL HEIGHT OF HOME.</u></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><u>NECESSARY EXPLANATORY NOTES.</u></b> Address any requirements particular to the zone(s).		
		<b><u>ALL OTHER INFORMATION THAT MAY BE REQUIRED, AS DETERMINED BY THE DIRECTOR.</u></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 <a href="#">MKZ 19.02.090 Building And Use Permits Required</a></b>	Revise	Accept
		<b><u>CODE ANALYSIS.</u></b> Note applicable building codes, use, and square footage.		
		<b><u>SCOPE OF WORK.</u></b> An itemized list of work that is being proposed. Project description.		
		<b><u>CONTRACTOR INFORMATION SHEET OR OWNER BUILDER CERTIFICATION.</u></b> Name and contact information of who is performing the work.		
		<b><u>CONSTRUCTION PLANS.</u></b> Clear plans showing area, Dimensions of each room and space, Use of each room and space, Window/Door locations with sizes, A statement indicating that actual construction will comply with applicable local ordinances and building codes.		
		<b><u>ENERGY CODE COMPLIANCE.</u></b> Show R-values of slab, walls floors, and ceiling. Window U-factors.		
		<b><u>STRUCTURAL PLANS.</u></b> Footing, foundation, posts, and/or beam sizes and schedules, General notes and details.		
		<b><u>STRUCTURAL CALCULATIONS.</u></b> Show all applicable design loads and calculations.		
		<b><u>MECHANICAL PLANS.</u></b> Location of furnace, Location and size of supply/return ducts, Location of exhaust fans, Location of combustion air, Manual J/D/S.		
		<b><u>ELECTRICAL PLANS.</u></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.		
		<b><u>PLUMBING PLANS.</u></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 ammendments.		
		<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	<b>PLANNING AND ZONING DEPARTMENT</b>	MILLCREEK	
	Yes	<b>General Requirements</b>	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>ENGINEERING DEPARTMENT</b>	MILLCREEK	
	Yes	<b>MKZ Chapter 17.24, Chapter 19.75 and Title 14</b>  <a href="#"><u>MKZ Chapter 17.24, Chapter 19.75 and Title 14</u></a>	Revise	Accept
		<b>IDENTIFY AND LOCATE FLOOD ZONE OR PATHWAY DESIGNATION.</b> Label FEMA Floodplain Zones A, AE, or an Alluvial Fan.		
		<b>IDENTIFY CENTERLINE OF ADJACENT STREETS WITH DISTANCE FROM CENTER LINE TO PROPERTY LINE.</b> Label Adjacent Streets as Public or Private		
		<b>LIQUEFACTION DESIGNATION.</b> Label Liquefaction Potential (moderate or high?) Use the neolocal features map and click only on the Liquefaction layer only, then the subject parcel.		
		<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.		
		<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.		
		<b>LOCATE CANALS AND DITCHES.</b> Include any irrigation or canal company approval letter.		
		<b>NATURAL HAZRADS.</b> Identify all potential hazards including but not limited to avalanche, liquefaction, surface fault rupture, and faults.		

		<p><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&amp;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.</p>		
		<p><b>SENSITIVE LANDS.</b> Property on or near sensitive lands (greater than 30%, near a water body, etc.)</p>		





