



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

## POOL AND SPA BUILDING PERMIT REQUIREMENTS

<b>APPLICANT NAME:</b>	<b>DATE:</b>
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**PROPERTY ADDRESS:**

### 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

	SUBMITTAL	MKZ 19.02.080 Site Plans And Building Elevations Required; Contents	MILLCREEK	
Note sheet/page number in plans requirement is satisfied	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 Pool And Spa, Ingress And Egress, Stairs, Ladders, Handrails, Slides, Water Features, Pool Barrier Requirements, Pool Cover, Equipment locations and enclosures.		
		<b>ENERGY CODE COMPLIANCE.</b> Show Energy Code Compliance for Pool Covers		
		<b>STRUCTURAL PLANS.</b> Pool wall sizes and schedules, General notes and details.		
		<b>STRUCTURAL CALCULATIONS.</b> Show all applicable design loads and calculations.		
		<b>ELECTRICAL PLANS.</b> One line electrical diagram with the location of all lights, switches, outlets, Location pool heater, Note GFCI on required outlets, Location of meters and panels, electrical load calculations. Bonding and grounding requirements.		
		<b>PLUMBING PLANS.</b> Location of pool heater, location of all plumbing fixtures, shut-off valves, 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>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>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 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
		<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><u>DIMENSIONS</u></b> between buildings, and from buildings (including overhangs and projections) to all property lines. Refer to required setbacks of each zone and RCOZ.		
		<b><u>LOCATIONS AND SQUARE FOOTAGES</u></b> of all existing and/or proposed driveways, walkways, decks, patios and other impervious surfaces, indicating surface materials and dimensions.		
		<b><u>USE</u></b> of each building or area (garage, residence, ADU, shop, shed, etc.). Include retaining walls, rockeries, and the like.		
		<b><u>HEIGHT</u></b> of all structures, fences, and other similar elements from original ground surface/existing grade.		
		<b><u>LOT COVERAGES</u></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.		

**Comments:**





