



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

RESIDENTIAL ALTERATION BUILDING PERMIT REQUIREMENTS

APPLICANT NAME:	DATE:
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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>
- Please visit the Utah Department of Air Quality for more information about demolition requirements. <https://deq.utah.gov/air-quality/asbestos-renovation-or-demolition>
- 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 valuable information using the millcreek.us "Map Gallery" at <https://maps-millcrk.hub.arcgis.com/>*
- 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. Please contact the Millcreek Flood Plain Manager for more information.*
- 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)

Note sheet/page number in plans	SUBMITTAL	BUILDING DEPARTMENT	MILLCREEK	
	Yes	2015 International Residential Code (IRC) and MKZ 19.02.090 Building And Use Permits Required MKZ 19.02.090 Building And Use Permits Required	Revise	Accept
		CODE ANALYSIS. Note applicable building codes, use, and square footage.		
		SCOPE OF WORK. An itemized list of work that is being proposed. Project description.		
		CONTRACTOR INFORMATION SHEET OR OWNER BUILDER CERTIFICATION. Name and contact information of who is performing the work.		
		EXISTING FLOOR PLANS. Clear plans showing the current use and layout of the area. Label all features to be demolished, specifically any load bearing members.		
		PROPOSED FLOOR PLANS. Clear plans showing proposed 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.		
		ENERGY CODE COMPLIANCE. Show R-values of slab, walls floors, and ceiling. Window U-factors.		
		STRUCTURAL PLANS. Footing, foundation, posts, and/or beam sizes and schedules, General notes and details.		
		STRUCTURAL CALCULATIONS. Show all applicable design loads and calculations.		
		MECHANICAL PLANS. Location of furnace, Location and size of supply/return ducts, Location of exhaust fans, Location of combustion air, Manual J/D/S.		

		ELECTRICAL PLANS. 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.		
		PLUMBING PLANS. 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	DEFERRED SUBMITTALS	MILLCREEK	
	Yes		Please Identify Any Documents That Will Be Deferred. These Documents Must Be Reviewed By The Millcreek Building Department Prior To Installation.	
		MANUAL J/D/S. Heat loss calculations, Equipment Sizing, Duct Sizing.		
		GAS LINE DIAGRAM. A complete drawing including pipe size, length, BTU's of each appliance and meter size. Include longest length and CFH.		
		RES-CHECK. Must be site specific. Must pass by a minimum of 5% if designed under the Utah State ammendments.		
		TRUSS DESIGN AND CALCULATIONS. These drawings must be stamped by a design professional and approved by the engineer of record.		
		WATER LINE CRITERIA. Show size of new water meter and service line with calculations.		
		ELECTRICAL LOAD CALCULATIONS. Please show a complete electrical load calculation including service amperage requirement.		
		INSTALLATION MANUALS AND LISTINGS. ES Report, UL Listing, ETL Listing, Manufacturer Installation Instructions, Product Manual.		

Additional Comments:

