

Applying for a Building Permit

B-2

REV: 5-23-14



City of Taylorsville
Building Department
2600 West Taylorsville Boulevard
Taylorsville, Utah 84129 (801) 963-5400
www.taylorsvilleut.gov



With the general intent to protect the health, safety and welfare of all occupants within structures located in the community, the City of Taylorsville requires building permits for many types of construction work. This information form will outline the basic process for obtaining a building permit for a residential structure in the City of Taylorsville.

From Initial Contact with the City to Final Occupancy, the Step by Step Process:

- Step 1: Plan preparation.** The First step is to have plans prepared by a licensed architect or plan preparer. While it is permissible to purchase plans prepared generically, there may be conditions specific to your site, or to this region, that are not accounted for in the design. **Be certain that you are aware of all local conditions, such as seismic design, wind exposure, and frost depth requirements prior to purchasing generically-prepared plans.** For more information concerning submittal requirements for residential dwellings, please see *Taylorsville Information Form B3: Residential Plan Submittal Requirements*.
- Step 2: Submit building permit application and all applicable plans and drawings.** Once your plans have been prepared, submit your drawings (2 copies) along with a completed building permit application. Building permit applications are available from the Taylorsville Community Development Department. You may also choose to submit plans electronically, by logging on to www.taylorsville.eprocess360.com
- Step 3: Planning Department - zoning review.** Your building permit application will be assigned to the Planning Department for a zoning compliance review. A staff planner will check building setbacks, building heights, area of structures, percent of yard coverage, and proposed use of structures for zoning compliance. If your application does not comply with requirements of the zoning ordinance, you will be notified of any required changes and the plans will be available for pickup from the City offices for correction. Plans must be resubmitted to the City after all required corrections have been made.
- Step 4: Building Department – plan review.** The Building Department will check your plans to insure that the structure is designed to meet or exceed the minimum specifications required by the International Residential Code (IRC).. If corrections are needed, the plans will be available for pickup at the City offices and you will be asked to revise the documents and incorporate the required changes. Once the changes have been made, you must resubmit your plans to the City for further review.
- Step 5: Building permit issued.** Once your plans receive final approval by the City and your building permit has been paid for, your building permit will be issued by the Building Department and you may begin your construction project. Please see below for more information regarding building permit fees.
- Step 6: Inspection process.** The City requires building inspections for various stages of the construction process. It is the responsibility of the permit holder to schedule inspections through the Building Department's Inspection Coordinator (phone:801-955-2030). For more information regarding required inspections and the inspection process, please see *Taylorsville Information Form B4: I Have a Permit Now What?*
- Step 7: Final Inspection.** After receiving approvals for each of your required inspections you are ready to take occupancy of the new structure and / or close permit. For new one and two family dwellings a "Certificate of Occupancy". For all other permits your final inspection report will serve as your "certificate of occupancy".