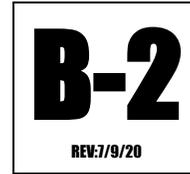


Applying for A Building Permit



City of Taylorsville
Building Department
2600 West Taylorsville Boulevard
Taylorsville, Utah 84129 (801) 955-2030
www.taylorsvilleut.gov



From Initial Contact with the City to Building permit. The Step by Step Process:

- Step 1: log on to <http://www.taylorsvilleut.gov/>.**
If you have not created an account, you will need to start by registering with an e-mail and password as a user. We ask that contractors and business use only one account. Once you are registered you will have the option to create a new building permit.

- Step 2: Complete Permit Application.**
To complete the permit application, we will need the address, a description of work, owner and applicants contact information, as well as contractor's license numbers. The last step of the application is giving us some project details. You will be asked to use a list to best describe your project. If you are unsure of what some of the terms mean, a description will appear if the mouse hovers over the blue dot at the end of the selection. Once this step is completed your progress is saved and you can return to the next step at any time.

- Step 3: Plans.**
In most cases, a set of construction drawings will be required as part of the permit process. In some cases, other items like site plans, product information, engineering calculations, or valuation documents may be required. All plan submittals will need to be in PDF form. It is the responsibility of the applicant to provide all required documents. Some examples of plan documents can be found under "standard details" on the building department website.

Based on the description of work the required documents will be shown on the "submittals" tab. We ask that each document be submitted as a separate PDF file. Until all required files are uploaded and labeled as a required document type you will not be allowed to continue. Once all required documents are provided you will be allowed to complete the submittal. At this point your application is complete and the city will begin to process you're building permit.

□ **Step 4: Review:**

Plans are processed based on the date of the (re)submittal, we tell applicants it may be up to 10 business days to review most permit applications.

Planning Department - zoning review. Your building permit application will be assigned to the Planning Department for a zoning compliance review. A staff planner will verify your proposal complies with land development code for height, size, use, and distance requirements. For questions please contact a city planner.

Building Department – plan review. The Building Department will review your plans to ensure that the structure is designed to meet or exceed the minimum specifications required by the International Residential Code (IRC) as adopted by the State of Utah. Footing / foundation design, wall and roof construction, energy efficiency, plumbing, mechanical, and electrical systems, and other aspects of construction will be reviewed for building code compliance.

Other Agencies- Our Engineering Department, the Unified Fire Authority, or the Taylorsville-Bennion Improvement District may also review your plans for compliance.

If your plans do not comply with requirements of a zoning ordinance, or if there is a conflict with Code, comments will be uploaded to the website. You will be notified via the E-mail address provided to us on your application. It is the applicant's responsibility to make any required changes to submittal documents. Plans will need to be re-submitted to the website after correcting any required changes.

□ **Step 5: Approval / Building permit issued.**

Once your plans receive all required approvals, you will be notified that your permit is ready to issue. An invoice will be generated and sent to the applicant. After your building permit has been paid for, your permit and plans will be uploaded to the website for printing. Both the permit and approved plans will need to be available on site. It is now construction may begin, and work may be inspected. For more about inspections see sheet B-4.