



WEST BOUNTIFUL CITY

550 NORTH 800 WEST
801-292-4486
WBCITYUT.GOV

Building Permit Application Checklist

- ☐ **Building Permit Application** - complete and sign left side of application.
- ☐ **Provide Owner/Builder Certification form**, if not general contractor.
- ☐ **Provide Two (2) copies of items listed below.** (For new home or new commercial buildings, provide 3 copies of site plan and building plans.)
- ☐ **Site Plan (11" x 17"):**
 - Show site address, North arrow, and legend.
 - Label easements, adjacent streets, parking, existing and proposed structures with dimensions.
 - Clearly mark all setbacks from property lines — front, rear, side(s), and distance between main structure and accessory structures.
 - Indicate main floor elevation and top back of curb (TBC) elevation (or center of street if no curb) for comparison. Main floor is required to be 12 inches above the high point top back of curb elevation.
 - Indicate direction of surface drainage on final grade with arrows, slopes, or contours indicating sheet flow away from structure to street, and/or rear lot drainage easement (provide a grading plan showing the relative elevation of the curb and gutter to all finish floors and finished grade).
 - Indicate finished ground elevation in a few spots adjacent to the exterior perimeter of the structure (for comparison to TBC elevation and main floor elevation).
 - For new homes, add Notes: 1) All design elevations should be field verified prior to construction (curb, sewer, natural ground, etc.); 2) All new sidewalk and driveway approach will be minimum 6-inch thick concrete over 6-inch base course; 3) Driveway width is limited to a maximum of 36 ft.
- ☐ **Building Plans/Drawings per 2015 IRC (11" x 17")**
 - Wet stamped/signed by licensed engineer.
 - Clearly mark height of structure to peak of roof.
 - List total square footage for each building level of finished, unfinished, garage, and covered porch/patio space.
- ☐ **Structural Calculations** for any structural work.
- ☐ **Energy Analysis** if additional space is added or changes affecting the structure's heating and cooling system performance (new windows, doors, insulation, etc.) are to be made. (ResCheck, Manuals D and J)
- ☐ **Gas Schematic** including system type, size, length, and total BTU input.
- ☐ **Completed Residential Storm Water Permit** for construction activity.

• <https://deq.utah.gov/water-quality/updes-ereporting#construction>

- ☐ For in-ground pool, must verify water table on-site by digging a pump pit 3 feet below proposed depth of pool. If water is found, provide provisions for sump pump. Requires inspection.
- ☐ For Solar, prior approval from South Davis Metro Fire Marshal is required. Include stamped engineer letter certifying inspection of roof loading detail and solar array system designed by a Utah licensed engineer showing the type of PV system being installed. Contact SDMF at 801-677-2407 for more info.
- ☐ For demolition, a copy of the Department of Air Quality approval. Arrange to have water and utilities disconnected.

WEST BOUNTIFUL - BUILDING PERMIT APPLICATION						Date Received		Permit #			
						Date Issued		Date Closed			
APPLICANT TO COMPLETE LEFT SIDE OF APPLICATION											
Project Address:				Valuation (Cost of Construction)		PLAN REVIEW:					
				\$		Zone		Valuation Calculation			
Description of Work				Residential: _____ Business: _____		\$					
Owner Name				Phone		Square Footage:		Main/Up			
						Basement (fin.)		Garage			
						Basement (unfin)		Cov Porch			
Owner Email						Setbacks:					
						Front		Rear			
Subdivision Name				Lot #		Side(s)		Dist. from Main			
						Height:		% Rear Yard			
General Contractor				Primary Contact		Basement:		Agreement Date:			
						ADU:		Agreement Date:			
Email				Phone		APPROVALS:					
						ZONING APPROVAL:					
Address				City		St. License #		Initials: _____ Date: _____			
Architect/Engineer				St. License #		ENGINEERING APPROVAL:					
						Initials: _____ Date: _____					
Email				Phone		BUILDING APPROVAL:					
Electrical Contractor				St. License #							
						Signature _____ Date _____					
Email				Phone							
Plumbing Contractor				St. License #		BUILDING FEES (See Consolidated Fee Schedule)					
						Building Permit Fee		\$			
Email				Phone		Plan Review Fee		\$			
Mechanical Contractor				St. License #		Police Impact Fee		\$			
						Park Impact Fee		\$			
Email				Phone		Water Connection Fee		\$			
# of Off-street Parking Spaces:				Covered		Uncovered		Water Impact Fee			
								\$			
Type of Improvement:				New Build		Remodel		Addition			
				Grading/SWPPP		Water Connection Fee		\$			
Sign				Solar		Mechanical		Electrical			
				Fence		Pool		Demolition			
Type of Construction:				Brick		Frame		Block			
				Concrete		Steel		Vinyl			
This Permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, including City SWPPP compliance. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.						State Surcharge		\$			
						Construction Bond		\$			
						Water Use Fee		\$			
						Street Impact Fee		\$			
						Fire Impact Fee		\$			
						Mechanical Fee		\$			
						Copy Fee		\$			
						Less Refundable Deposit				\$ ()	
						TOTAL					
Signature of Contractor/Authorized Agent						Date					
Signature of Owner (if owner)						Date					
						Effective June 2023					