



# HEBER CITY RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

Rev. 12/2018

## Electronic plan reviews

In order to expedite your plan review, please check your plans, support documents (such as engineering calculations or energy code analysis etc...) to be sure the information listed below has been included. When all has been verified, submit your application, plans and support documents as pdf files at [heber.mycityinspector.com](http://heber.mycityinspector.com). This will alert the Building Department of your application for review. Engineers and Architects must seal, sign and date their work. Digital productions of these are accepted by the Building Department.

Areas in northwest Heber City may require a soils report based on problem soils. Contact the Building Department if you are building in this section of town.

## ONLINE APPLICATION

- Complete the online application with all information requested based on the type of permit requested.

## SITE PLANS

- All building setbacks measured from the closest building points to the property lines at right angle to each property line.

## BUILDING PLANS

- Plans must be drawn and labeled to meet the current code (2015 IRC)
- Fully dimensioned floor plans indicating specific uses of all spaces and areas.
- Building elevations
- Door and hardware schedules
- Window schedules
- Stair details for all interior and exterior stairs
- Handrail and guard details
- Wall sections completely labeled and detailed
- Roofing and roof drainage plans
- Structural drawings including
  - Footing and foundation plans
  - Wall construction

Floor framing plans  
Roof framing plans  
Details including how diaphragm connections transfer shear loads

#### ELECTRICAL PLANS

- Lighting and power plans including smoke and carbon monoxide alarms
- Location of all electrical panels

#### MECHANICAL PLANS

- Plumbing fixture locations and schedules
- Mechanical plans showing locations of heating and cooling units and associated supply and return air lines.

#### STRUCTURAL CALCULATIONS

- Engineer's seal, signature, and date for all designs
- Correct design criteria
  - Wind 115 mph with exposure C (exposure B with Building Official approval)
  - Seismic site class to be determined as per soils engineers report
  - Snow load based on site specific elevation and use of the Utah State formula for roof snow load calculation
  - Correct longitude and latitude for seismic response values
- Soils report If required by Building Official
- Complete lateral analysis

#### BUILDING ENERGY ANALYSIS

- Energy analysis indicating compliance with the current adopted International energy conservation code (IECC) this may be through prescriptive design or by;
- ResCheck and Manual J reports

#### PLAN REVIEW PROCESS

- Plans are reviewed on a first come first served basis regardless of complexity.
- Review comments will be sent electronically and corrections will be received electronically. All communication and document transfer will be through MyCityInspector.
- The initial review process can take **2 weeks** to complete based on work load at the time of being submitted.