

Engineering Building Permit Checklist

The following items should be checked prior to Engineering approval of a building permit. The information discussed must be provided in order to adequately review and approve the permit. This list is primarily intended for lots/parcels not subject to formal site plan review and approval.

Site Plan

All permits need a site plan showing the property in question with the existing and proposed changes clearly shown. The only exception to this is for permits involving work on existing interior space only (e.g. basement finish, remodel, commercial tenant improvements). Any question answered “No” should be reviewed and the missing information provided.

- 1) Is there an accurate site plan showing all existing and proposed structures/additions?
- 2) Is site plan drawn to scale and dimensioned?
- 3) Do the lot dimensions match the recorded plat (or legal description for non-platted lots)?
- 4) Are the setbacks required in the zone being met?
- 5) Are the maximum lot coverage requirements met?
- 6) Are easements recorded on the plat/parcel illustrated and accommodated?
- 7) Are any other known easements illustrated and accommodated (e.g. City utility facilities)?
- 8) Have proposed encroachments in recorded/known easements been approved by the owner of the easement?
- 9) Are existing structures dimensioned?
- 10) Are any legal non-conforming issues documented? Is the documentation attached to the permit application?
- 11) Is the width and grade of any new or modified driveway(s) shown?
- 12) If there is more than one driveway, are the requirements for multiple driveways met?
- 13) Is the spacing between multiple driveways shown?
- 14) If the driveway accesses a collector or greater class street, are the access management standards being met (i.e. spacing between drives and streets)?
- 15) Do the driveways shown access the lowest class street available? Note – corner lots may not access a collector street if frontage on a lower class street is available.

The site plan will be reviewed for any indications that the lot illustrated has been modified or created illegally (e.g. subdivision outside City process, boundary line agreement creating non-conforming situations). Staff will also review the site on the latest aerial photo available and check for inconsistencies between the aerial and the site plan.

Sewer Requirement – Properties not on the City sewer system within 300 feet of a sewer main must connect the sewer system in order to receive a building permit.

Water Requirement – All new construction is required to submit water shares sufficient to meet the demands placed on the City system by the construction. Most building lots within a recorded subdivision have had water submitted. Some un-platted parcels of land will require water dedication as outlined in City ordinance. The basic requirement is 1.8 shares (3 ac-ft) of Pleasant Grove Irrigation Company water per acre of land area within the parcel.

Street Frontage Improvements – All new construction is required to have all street frontage improvements complete prior to issuance of an occupancy permit. Additions, remodels, and accessory buildings may require installation of street improvements when they are missing. Any question answered “yes” requires a review of the sub-questions that follow. Provide the appropriate information.

- 1) Are any street improvements needed to meet the current cross-section requirements (curb & gutter, sidewalk, paving) for the specific street class missing?
 - a. Is the permit for a building lot within a subdivision where the required development improvements are not complete (i.e. not in warranty) and 50% or fewer of the lots in the project have had building permits issued on them?
 - i. The permit applicant must acknowledge in writing that occupancy is dependent upon the subdivision developer completing the required improvements.
 - b. Is the permit for a building lot within a subdivision where the required development improvements are not complete (i.e. not in warranty) and 50% or more of the lots in the project have had building permits issued on them?
 - i. A permit will not be issued until the required improvements have been installed.
 - c. Is the permit for an addition of more than 300 sq-ft, a remodel valued at greater than \$30,000.00, or an accessory building of more than 500 sq-ft (see City ordinance for current limits)?
 - i. Provide an engineered plan for approval showing the information needed to install the missing improvements. Meet all City standards and requirements. Any relocation of utilities is the responsibility of the applicant.
 - ii. All missing street frontage improvements and an appropriate warranty bond are required prior to the issuance of a permit. However, a permit may be issued without the required improvements if a cash bond sufficient to pay for the engineering and installation costs of the missing improvements and an appropriate warranty is posted with the City.

There are a number of exemptions to the requirement for street frontage improvements listed in City ordinance. Review the ordinance to see if any apply to the lot or parcel in question.

Special Site Conditions – Some lots or parcels have specific limitations identified on the plat or other documentation (e.g. geotechnical or soils report). Information on how these limitations are addressed needs to be included. Any question answered “yes” requires a review of the sub-questions that follow. Provide the appropriate information.

- 1) Is the lot in a known shallow groundwater area?
 - a. Is there a shallow groundwater note on the plat? This note must be replicated on the site plan.
 - b. Does a soils or other geotechnical report for the site indicate shallow groundwater? Do the plans include all remediation outlined in the report?
 - c. When shallow groundwater is present (or the risk of shallow groundwater is otherwise known), has a hold harmless statement from the builder been obtained and recorded against the lot?
- 2) Is the lot in an area of known geological hazard (e.g. landslide, earthquake fault, steep slope)?
 - a. Do the plans include appropriate remediation for the particular hazard?
 - b. Do the plans include a note indicating the presence of the particular hazard?