

# Payson Building Department Residential Construction Submittal Plan Checklist

Date Stamp

Submitted By: \_\_\_\_\_ Stock Plan # \_\_\_\_\_ Taken In By : \_\_\_\_\_

Permit # \_\_\_\_\_ Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Subdivision \_\_\_\_\_

**Project Description:** (with area of bldg.) \_\_\_\_\_

***ELECTRONIC SUBMITTALS ARE PREFERRED AND CAN BE SENT VIA EMAIL OR THUMB DRIVE***

***ALL STOCK PLANS ARE REQUIRED TO BE SUBMITTED IN A DIGITAL FORMAT***

## **Permit Application**

**Site, Grading, and Drainage Plan DRAWN TO SCALE. Sent electronically or on min. 18x24 paper**

Setback w/ dimensions	Driveway location, type, length and width
Dimensions of property lines	Hydrant location
Distance from adjacent buildings	Grading Plan with cut and fill areas and amount
Easements	Check Grading Special Requirements list

**Full Set of Building Plans DRAWN TO SCALE. Sent electronically or on min. 18x24 paper**

Site Plan	Building Elevations w/ Cross Sections
Foundation plan – Footing-Stem-Piers	Electrical Plan
Floor Framing Plan	HVAC location, type, number, and size
Roof Framing Plan	Energy Values
Floor Plan	Address each page

***NEW SINGLE FAMILY RESIDENCES WITH LIVING SPACE OF 4800 SQ FT OR MORE ARE REQUIRED TO HAVE AN APPROVED AUTOMATIC FIRE SPRINKLER SYSTEM INSTALLED PER ORDINANCE #912.***

- Contractor/Owner Builder Bonding Certificate
- Owner/Builder Form (if necessary)
- Building Engineering (if necessary)
- Temporary Power Agreement
- APS Electrical Meter Location Approval
- Sanitary/Septic approval
- Verify ROC License and Business License Status
- Receive HVAC Load Calculations & Certificate of Product Rating
- Truss Calculations (floor and roof)
- Soil Test (Airpark only)
- Airport Agreement (Airpark only)