



HEBER CITY RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

Rev. 03/2022

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. 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 (See Design Criteria handout on webpage)
- 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.