



## HOW TO OBTAIN A BUILDING PERMIT FOR RESIDENTIAL ONE & TWO FAMILY DWELLING

One & Two Family Dwellings

*Apply for a Residential Building Permit for a one & two family dwelling. This information packet will help you prepare and organize the necessary information to help speed up the plan review process and turn around time for building permits. Be prepared to provide all the information requested in electronic format so that it can be submitted electronically.*

Website: [www.royutah.org](http://www.royutah.org)  
Departments  
Community Development  
Building Permits & Inspections  
Scroll down to: "Click here to obtain information to apply for permits"

**Create a My City Inspector account or Login here**

**Create an Account**

[https://roycity.mycityinspector.com/register?registration\\_id=159b947e1ab6a0](https://roycity.mycityinspector.com/register?registration_id=159b947e1ab6a0)

**Login to My Account**

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#### Contact Information

Building Official  
Gaile Supp  
801-774-1031

[gaile.supp@royutah.org](mailto:gaile.supp@royutah.org)

City Planner  
Steve Parkinson  
801-774-1027

[sparkinson@royutah.org](mailto:sparkinson@royutah.org)

Office Manager  
Tammy Nelson  
801-774-1040

[tnelson@royutah.org](mailto:tnelson@royutah.org)

## How to obtain a building permit for ONE AND TWO FAMILY DWELLINGS

**Apply for Building  
Permits on line:**

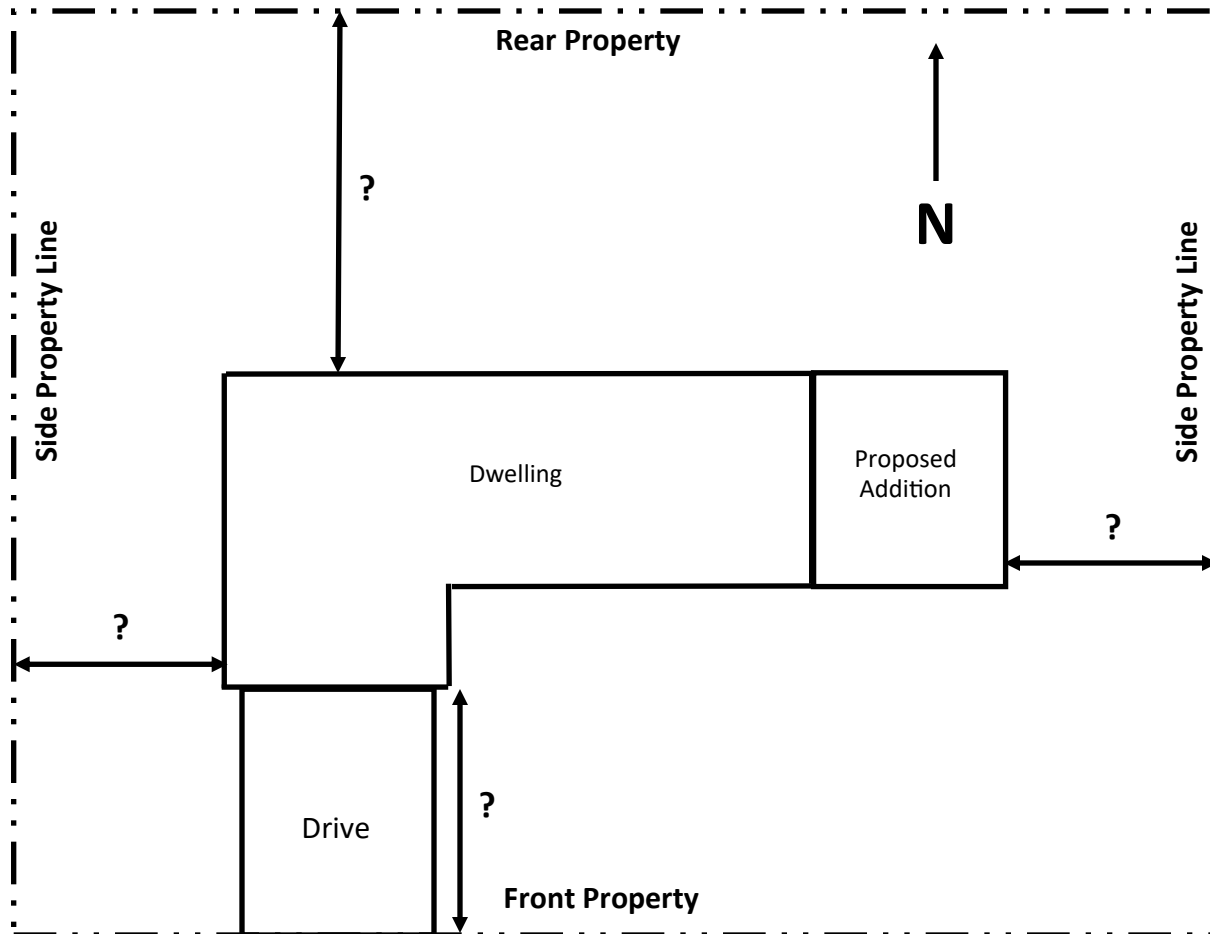
**Create an Account**

**Login to My Account**

1. Permit application filled out with proper contact numbers, contractor licensing numbers and use of building information. Create an account and apply on line, or If you already have a user account simply log in to your account.
2. Site plan / plot plan (8 1/2 inches by 11 inches or bigger) *Sample #1*
3. Footing and foundation plan
4. Floor plan for each floor *Sample #2*
5. Elevations (Front, side, and rear views) *Sample #3*
6. Wall cross sections and details *Sample #4*
7. Plumbing, electrical, and mechanical layouts
8. Species and grade of lumber (size of joists and beams)
9. Clearly show the insulation R-value for all Exterior walls, ceilings and floor area over unconditioned and outside air.
10. Provide all energy compliance documentation, REScheck or other approved method along with Manual J & D calculations for the HVAC system.

1. The above items are the MINIMUM requirements that must be shown on your plans.
2. Submitted plans shall have the initial review completed with in 14 business days after they have been accepted for review as per State Law.
3. Roy City requires online permits.
4. Below are sample drawings to assist you in your preparation for applying for a building permit.

# Sample #1 Site plan



## Show and describe:

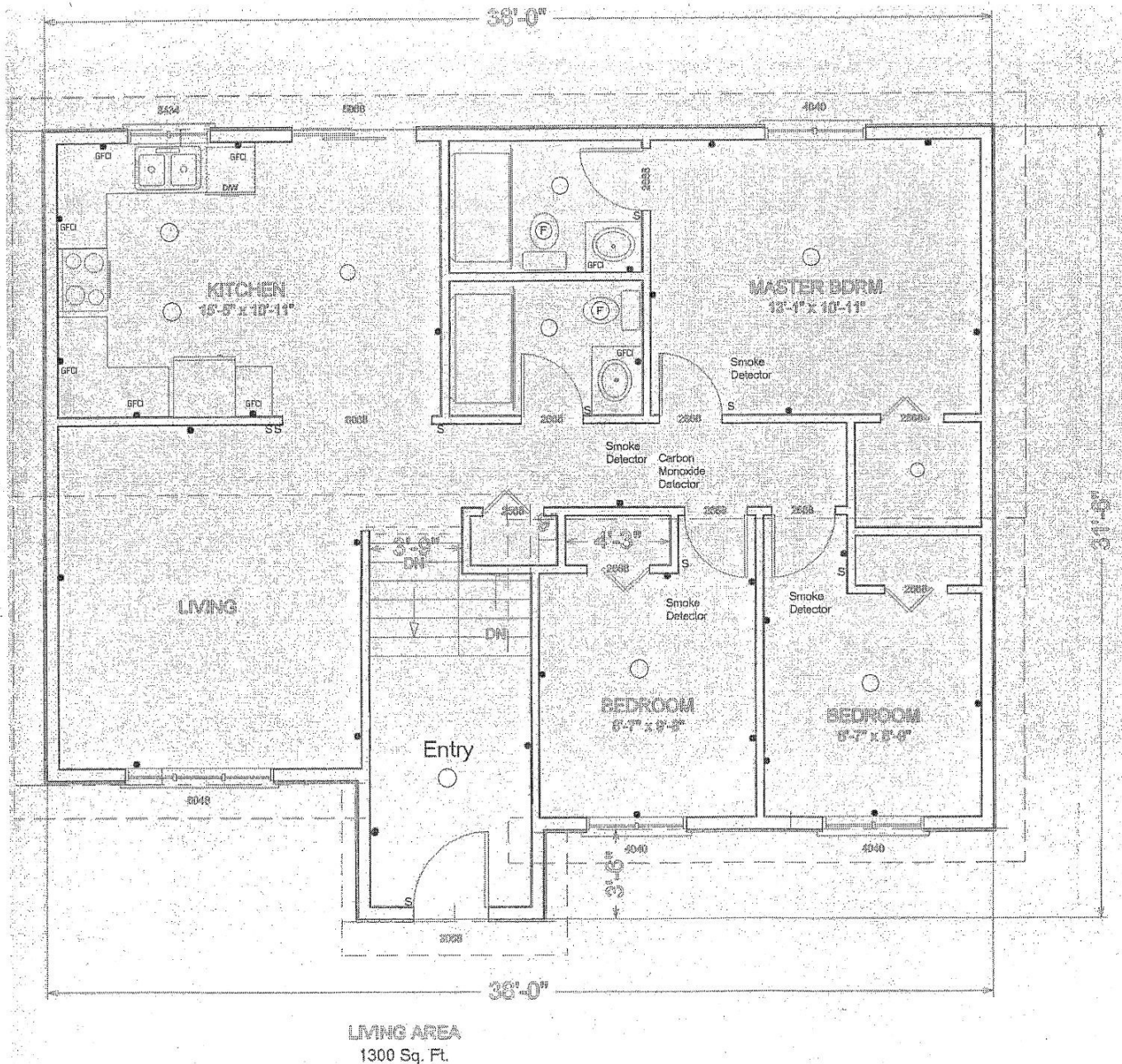
- A. Distance from Building to Property lines
- B. All existing structures presently on lot.
- C. Address and street.
- D. Indicate North

**NOTE:** setbacks and side yards are measured from the property line, not the sidewalk. (property lines are typically one foot inside the sidewalk.)



## Sample #2

# Floor Plan



### Show and describe:

- Location of doors, window's and openings.
- Electrical outlets, lights and smoke detectors. Also location of meter main and interior circuit panel.
- Appliances, vanities, tubs, showers, toilets, furnace and water heater.
- Dimensions of overall home as well as individual rooms.
- Attic Access, stairways, landings, patio's, and egress components.



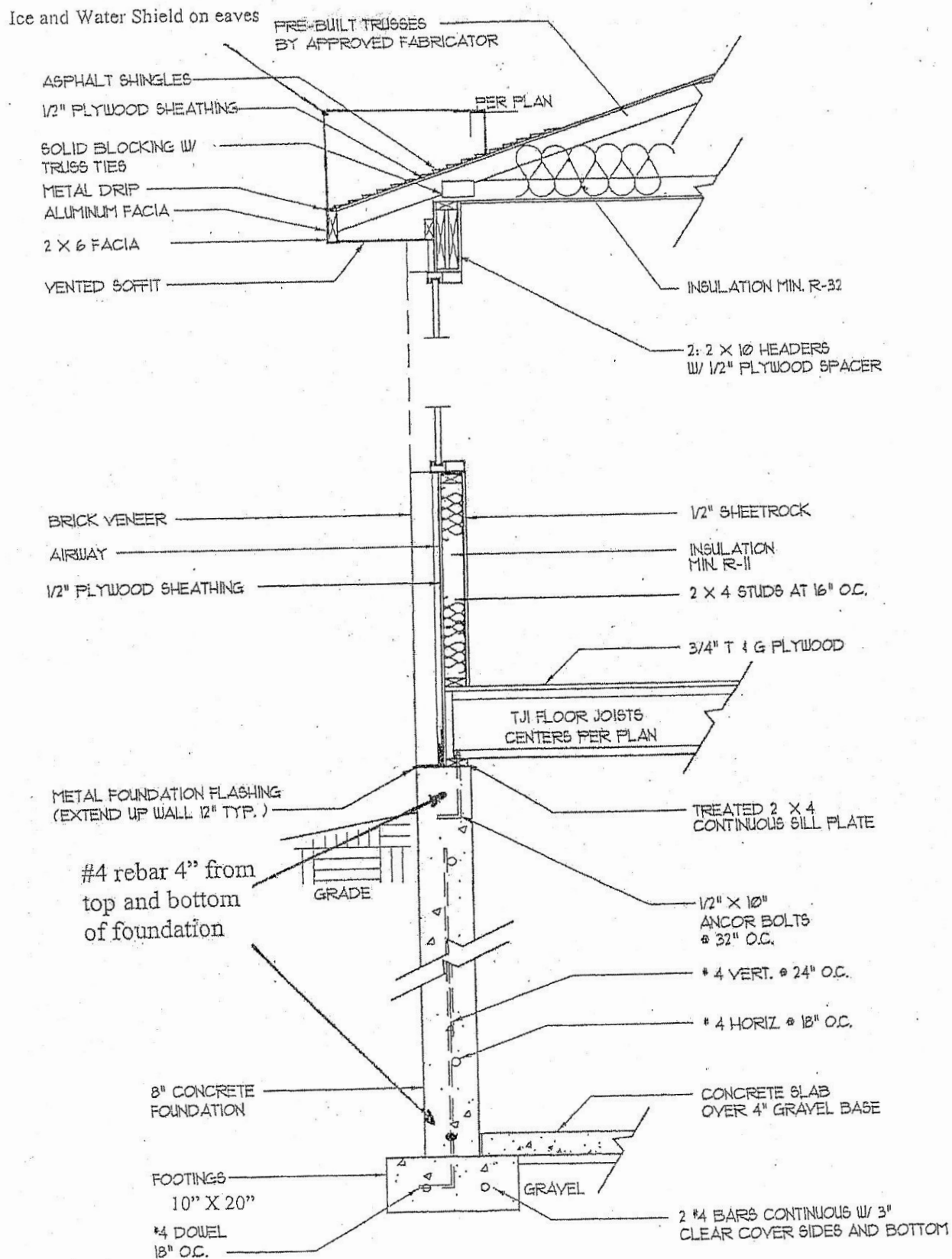
## Sample #3

## Elevation views



# Sample #6

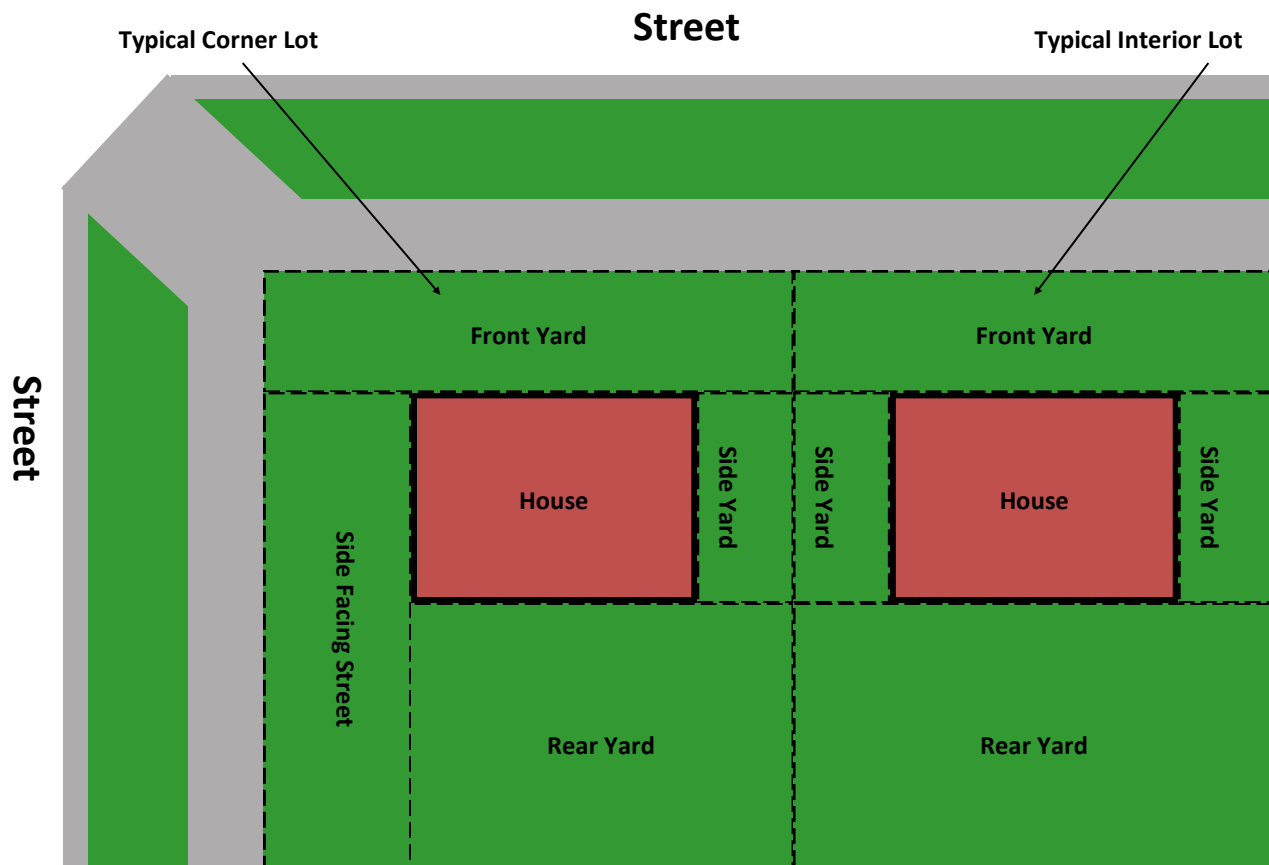
# Section view



State Ammendment

# Zoning Requirements

## RESIDENTIAL SET BACK REQUIREMENTS



### Minimum Yard Setback Requirements (feet)

Zone	CORNER LOT			INTERIOR LOT		
	FRONT	SIDE	REAR	FRONT	SIDE	REAR
R-1-6	25	8+	15	25	8	25
R-1-7	25	8+	15	25	8	25
R-1-8	25	8+	15	25	8	25
R-1-10	30	8+	15	30	8	25
R-1-15	30	10+	20	30	10	30
RE-15 & RE-20	30	10+	20	30	10	30

- + Side facing the street a minimum of 20 feet.
- Accessory buildings must be located in the rear yard unless they can maintain the required side yard setbacks. If they are located at least 10 feet to the rear of the main building they may be allowed within 3 feet of the side and rear lot lines, provided the exterior walls that are adjacent to the property lines are constructed as a one hour rated fire wall. They should not be located within any easements.