



# HOW TO OBTAIN A BUILDING PERMIT FOR RESIDENTIAL ADDITIONS & REMODELS

Residential Additions & Remodels

*Apply for a Residential Building Permit for additions and remodels on line. 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"

**NOTE:**

The review does not indicate that no other code violations may exist on the plans, nor does it release the contractor/owner from building according to code. The issuance of a permit based upon plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on thereunder when in violation of this code or of any other ordinance of this jurisdiction. The building official is also authorized to prevent occupancy or use of a structure where in violation of this code or any other ordinance of this jurisdiction

**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)

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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 **ADDITIONS & REMODELS**

**Apply for Building  
Permits on line:**

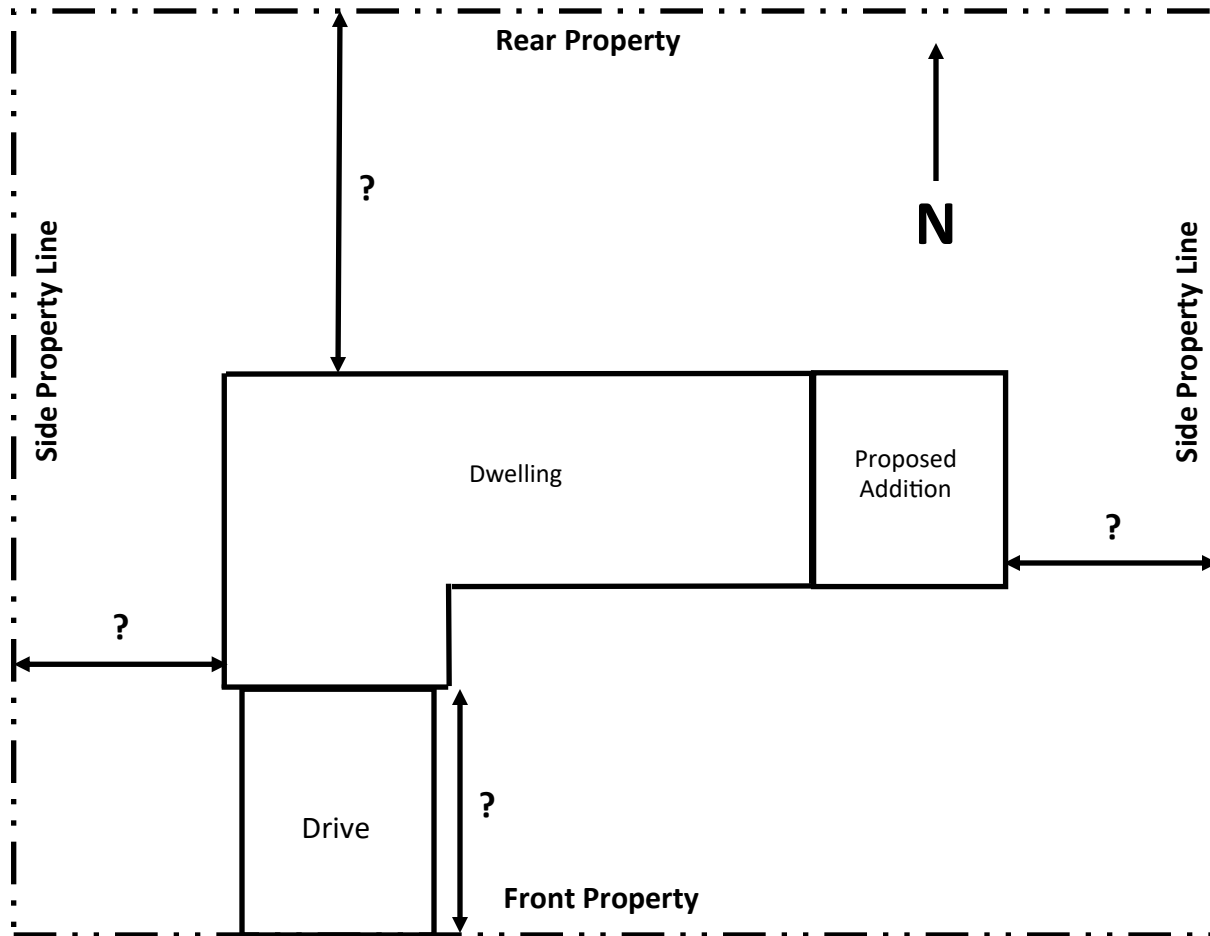
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1. Permit application filled out with proper contact numbers, contractor licensing numbers and use of building information. Create an account and apply or If you already have a user account simply log in to your account.
2. Site plan / plot plan (8 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. If remodeling show all areas that will be remodeled, removing existing walls, building new walls.
10. Show the insulation R-Value for the ceiling, exterior walls and floor assembly over unconditioned air space.

- 1. The above items are the MINIMUM requirements that must be shown on your plans.**
- 2. Submitted plans shall have the initial review completed within 14 business days after they have been accepted for review.**
- 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 for Additions



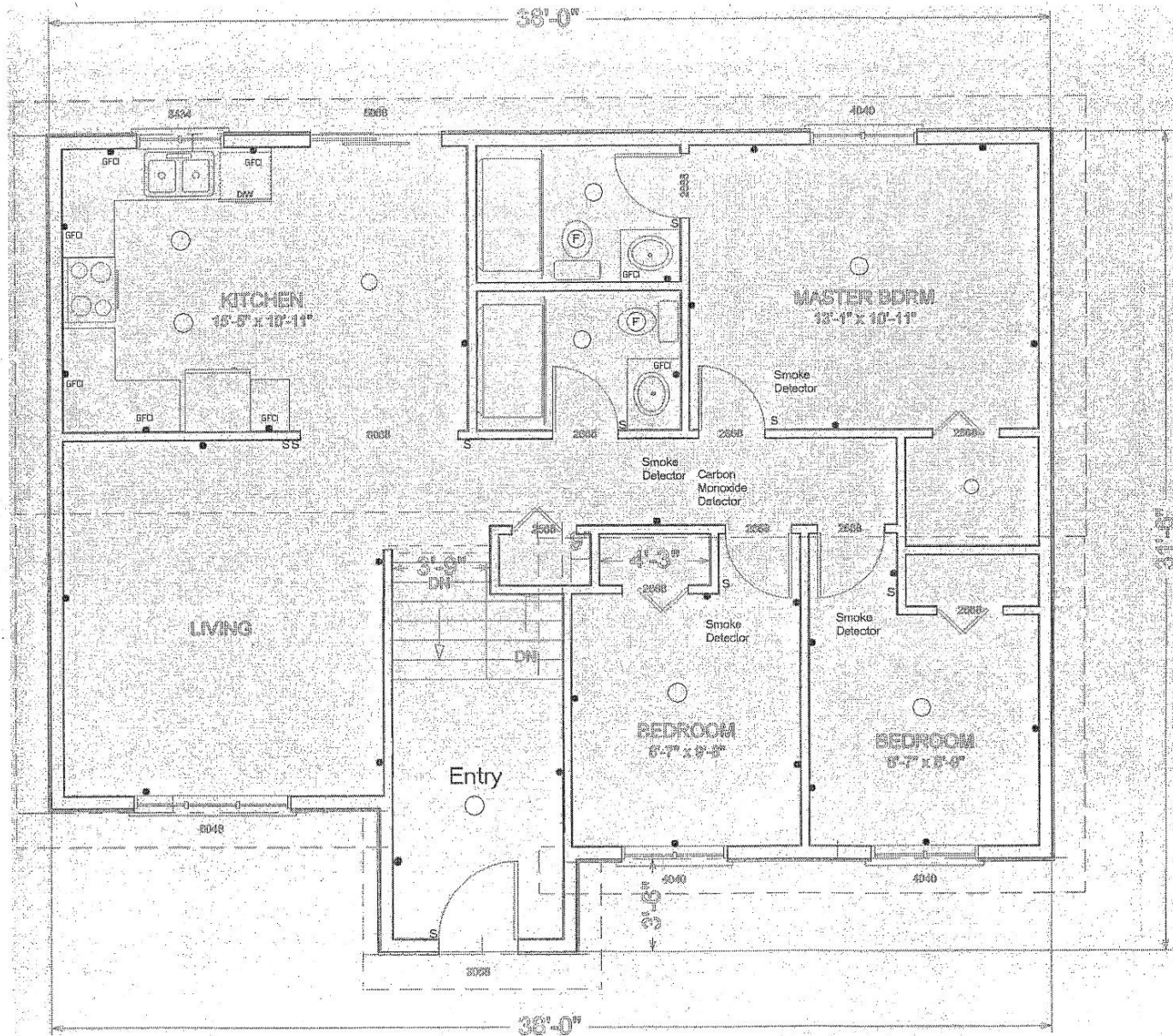
## Show and describe:

- 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



LIVING AREA  
1300 Sq. Ft.

## 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.
- Show all areas that will be remodeled.

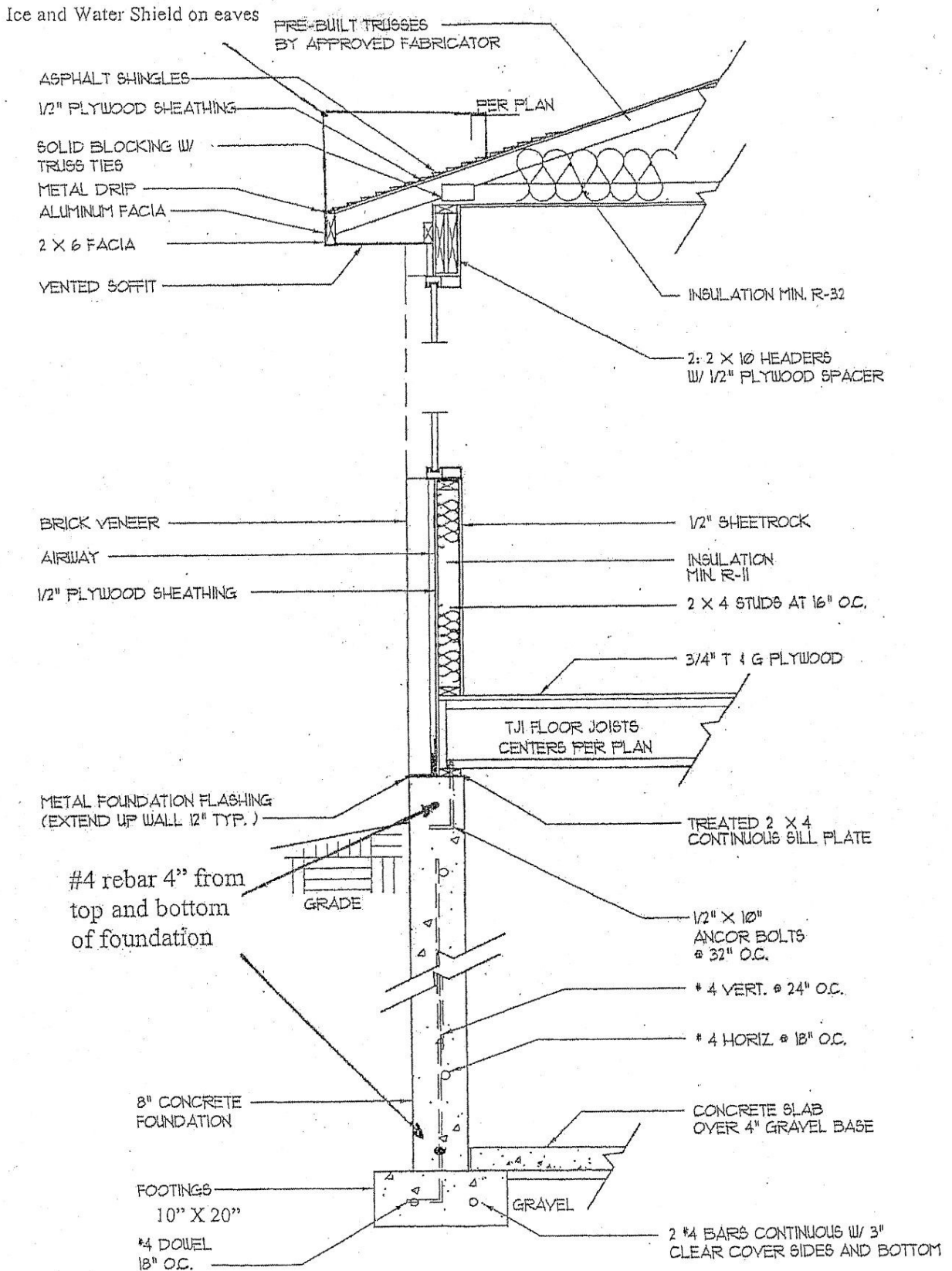
# Sample #3

# Elevation views



# Sample #4

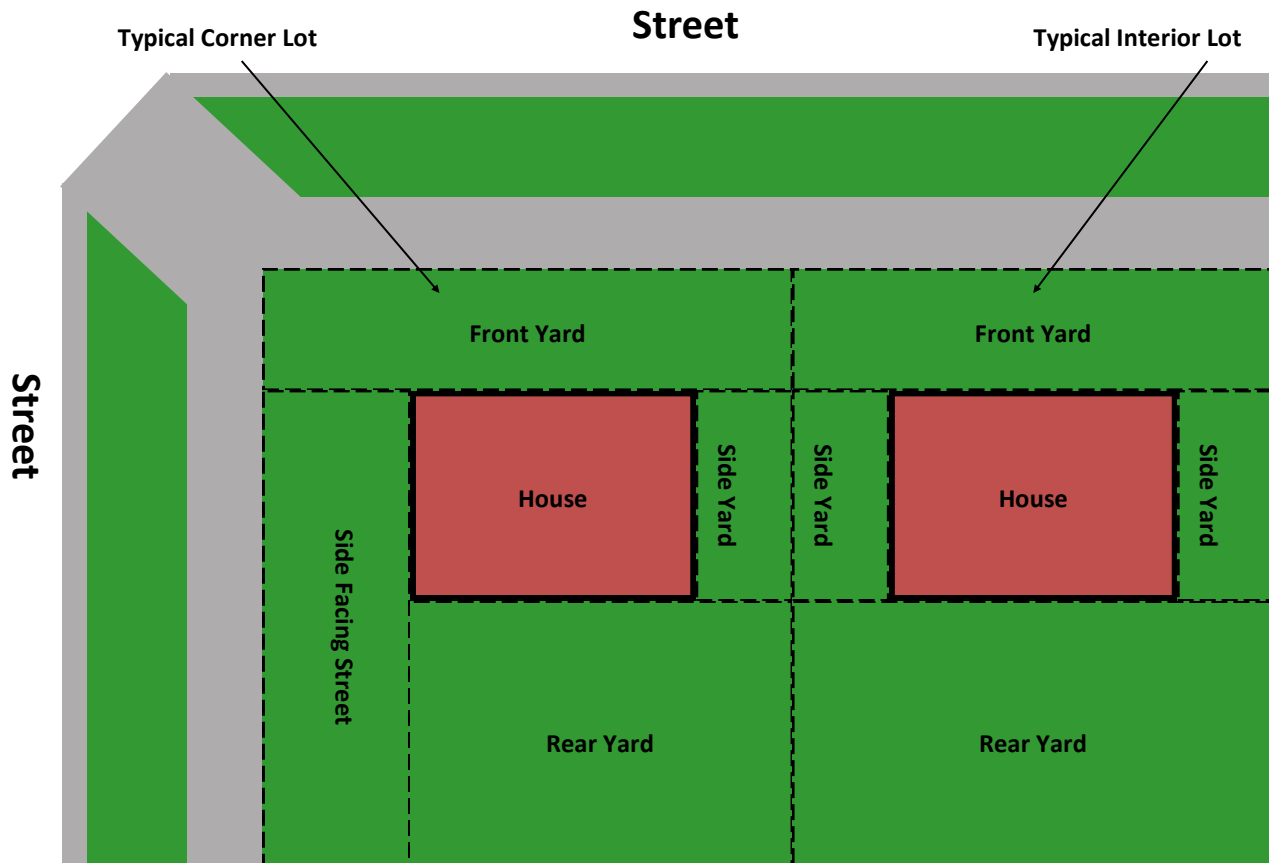
# Section view



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.