



Mendon City Corporation

Land Use Authority

P.O. Box 70, Mendon, UT 84325

Phone (435) 760-1046

LandUseStaff@MendonCityUtah.gov

Building Permit Submission Guidelines

General Requirements

- All application materials, listed below, must be sent together in one email. No partial applications will be accepted.
- The e-mail subject must include the project name.
- All documents must be in Portable Document Format (PDF), compressed to reduce the file size.
- All text shall be easily readable when printed. Use a common font, such as Arial or Times New Roman, minimum font size 10pt.
- All sheets shall be properly oriented so that they appear right side up on a computer monitor.
- Security settings shall allow reviewers to markup, create notes, and insert/remove sheets.
- Scanned documents must have a resolution of 300 dpi to ensure legibility.
- Send your complete application materials to landusestaff@mendoncityutah.gov in one email.

Required Application Materials

Please remember that incomplete applications will not be accepted. Your application packet must include all of the following materials:

- A Building Permit Application - completely filled out including tax/parcel number and contractor license numbers. Sign and date the application.
- Approved Mendon City Zoning Clearance.
- Manual J&D form, for HVAC system duct sizing and layout, from your mechanical contractor. Only required for new single-family dwellings with a furnace and when replacing a furnace for a remodel.
- A complete set of building plans - All plans must include the following items:
 - Floor plan with dimensions of all levels, garages, decks, porches, plumbing plan, electrical plan, heating and/or air conditioning plan, etc.
 - Indicate the square footage in all areas, (garage, main floor, upper levels, basement, decks, porches, etc.)
 - Elevations of all four sides showing all doors, windows, roof, roof pitch, roof covering, exterior wall coverings, etc.
 - Details of footings, foundation, walls, trusses or rafters and roof section, joist, all egress items (bedroom windows and doors, stairways, fireplace, beams, cantilevers, etc.; all cross-sections).
 - Engineering packet or an engineer's stamp, if needed. Please note that plans for all new single-family dwellings must be engineered plans.
- A REScheck (see <https://energycodes.gov/rescheck>) Verify the building meets the energy codes.

Drawing Requirements for Electronic Plans

- All pages of the building plans should be compiled into one PDF.
- Pages shall be indexed/bookmarked on every submission. The index should note the sheet number as well as the title/description of each sheet.
- Building plans shall be fully dimensioned. This includes, but is not limited to, framing plans.
- The title block of each sheet shall include a 3" x 3" space for the placement of the approval stamp. This space must be provided at the same location on each plan sheet.

MENDON CITY

*Date of Application			Estimated Value			Receipt No.		Date Issued		Permit Number	
*Proposed Use of Structure						BUILDING FEE SCHEDULE Square Ft. of Building Valuation					
*Bldg. Address						☐ Rough Basement ☐ Finish Basement		Building Fees			
*Address Certificate No.				*Property Tax No.		Carport sq. ft.		Plan Check Fees			
*Lot #				*Block		*Subd. Name & Number		Water Conn.			
*Property Location				☐ *If metes and bounds see instructions		Type of Bldg.		Occ. Group		1% State	
*Total Property Area - In Acres or Sq. Ft.				Total Bldg. Site Area Used		No. of Bldgs.		R. Value Walls Roof		Water Dev.	
*Owner of Property				Phone		No. of Stories		R R		Water Meter	
*Mailing Address				City		No. of Bedrooms					
*Business Name Address				*Business Lic. No.		No. of Dwellings					
*Architect or Engineer				Phone		Type of Construction					
*General Contractor				Phone		☐ Frame ☐ Brick Var. ☐ Brick ☐ Block ☐ Concrete ☐ Steel					
*Business Address				*State Lic. No.		*City Reg. No.		Max, Occ, Load			
*Electrical Contractor				Phone		Fire Sprinkler ☐ Yes ☐ No		Total			
*Business Address				*State Lic. No.		*City Reg. No.		Special Approvals		Required	
*Plumbing Contractor				Phone		Board of Adjustment		Health Dept.		Received	
*Business Address				*State Lic. No.		*City Reg. No.		Fire Dept.		Not Req.	
*Mechanical Contractor				Phone		Soil Report		Water or Well Permit			
*Business Address				*State Lic. No.		*City Reg. No.		Traffic Engineer			
*Previous Usage of Land or Structure (Past 3 yrs.)						Floor Control		Sewer Receipt			
*Dwell. Units Now on Lot				*Accessory Bldgs. Now on Lot		City Engineer (off site)		Gas			
*Type of Improvement / Kind of Const.						Comments:					
☐ Sign ☐ Build ☐ Remodel ☐ Addition ☐ Repair ☐ Move ☐ Convert Use ☐ Demolish											
*No. of offstreet parking spaces:						Land Use Cert.					
Covered				Uncovered		Electrical Dept.					
						HiBack C.G. & S.					
						Other					
						Bond Required ☐ Yes ☐ No		Amount			
						This application does not become a permit until signed below.					
						Plan Chk. OK by					
						Signature of Approval		Date			

SUB-CHECK	Zone	Zone Approved By

STREET

12 Certificate of Occupancy

NOTE: 24 hours notice is required for all inspections.