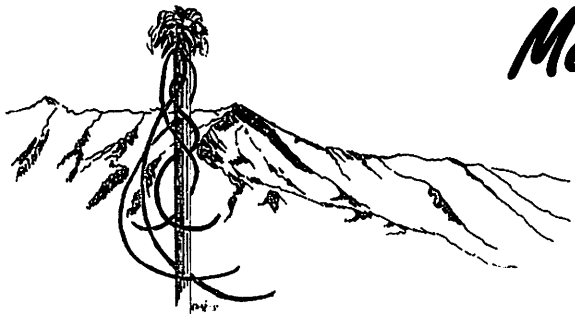

Mendon City Corporation

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.