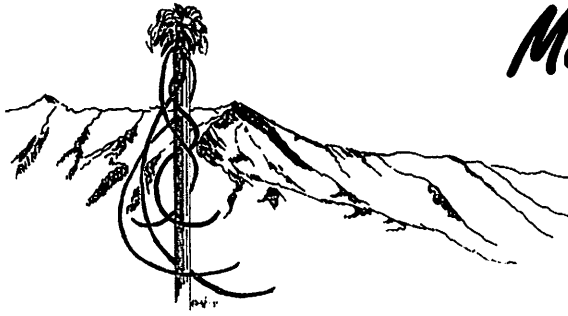




Mendon City Corporation

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.

BUILDING PERMIT APPLICATION

BECOMES PERMIT WHEN SIGNED

MENDON CITY

Date of Application		Estimated Value		Receipt No.		Date Issued		Permit Number													
Proposed Use of Structure				BUILDING FEE SCHEDULE																	
Bldg. Address				Square Ft. of Building		Valuation															
				☐ Rough Basement ☐ Finish Basement		Building Fees Plan Check Fees Water Conn. Reinspection 1% State Water Dev. Water Meter															
Address Certificate No.		Property Tax No.		Carport sq. ft.																	
Garage sq. ft.				Type of Bldg.		Occ. Group															
Lot #	Block	Subd. Name & Number		No. of Bldgs.		R. Value Walls Roof															
Property Location		☐ If meters and bounds see instructions		No. of Stories		R R															
Total Property Area - In Acres or Sq. Ft.		Total Bldg. Site Area Used		No. of Bedrooms																	
Owner of Property		Phone		No. of Dwellings																	
Mailing Address		City		Type of Construction																	
Email Address				☐ Frame ☐ Brick ☐ Brick Ven. ☐ Block ☐ Concrete ☐ Steel																	
Business Name Address		Business Lic. No.		Max. Occ. Load																	
Email Address				Fire Sprinkler ☐ Yes ☐ No		Total															
Architect or Engineer		Phone		SUB-CHECK Zone Zone Approved By Disapproved Approved Sub-Ck. By Plot Plan <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4">Minimum Setbacks In Feet</th> </tr> <tr> <th>Front</th> <th>Side</th> <th>Side</th> <th>Rear</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table> Indicate Street If Corner Lot Indicate North						Minimum Setbacks In Feet				Front	Side	Side	Rear				
Minimum Setbacks In Feet																					
Front	Side	Side	Rear																		
General Contractor		Phone																			
Business Address		State Lic. No.		City Reg. No.																	
Email Address																					
Electrical Contractor		Phone																			
Business Address		State Lic. No.		City Reg. No.																	
Email Address																					
Plumbing Contractor		Phone																			
Business Address		State Lic. No.		City Reg. No.																	
Email Address																					
Mechanical Contractor		Phone																			
Business Address		State Lic. No.		City Reg. No.																	
Email Address																					
Previous Usage of Land or Structure (Past 3 yrs.)																					
Dwell. Units Now on Lot				Accessory Bldgs. Now on Lot																	
Type of Improvement / Kind of Const.																					
☐ Sign		☐ Build		☐ Remodel		☐ Addition															
☐ Repair		☐ Move		☐ Convert Use		☐ Demolish															
No. of off-street parking spaces:																					
Covered				Uncovered																	
* Signature of Contractor or Authorized Agent						Date															
* Signature of Owner (If owner)						Date															
Census Tract.				Traffic Zone		Coordinate Ident. No.															
New S.L.U. Code No.						Old S.L.U. Code No.															
Certificate of Occupancy																					

NOTE: 24 hours notice is required for all inspections.

Alternative to Air Leakage Testing:

Table R41105 may be used as an alternative to conducting air leakage testing

- Insulation & air barriers installed per manufacturer instructions
- Air-permeable insulation (fiberglass, rock wool, cellulose) not used for air sealing
- Closed-cell foam only insulation that also acts as an air barrier
- Continuous air barrier at thermal envelope — seal all breaks & joints
- Dropped ceilings, soffits, shafts, chases — capped with air-barrier lid and sealed
- Walls framed to allow insulation in corners & headers
- Wall insulation enclosed on 6 sides, including knee walls
- Batt insulation cut around pipes, wiring, and electrical boxes
- Seal all gaps/voids between conditioned & unconditioned spaces
- Rim joists — sealed air barrier or closed-cell spray foam
- Floor insulation in full contact with sheathing or lid below
- Cantilevers — air barrier installed on underside
- Rooms over garages — floor cavities fully insulated
- Penetrations sealed — recessed lights, electrical boxes, HVAC boots
- Electrical boxes — air barrier behind box or sealed (foam/caulk/gaskets)
- Exterior walls at fireplaces, tubs, showers — interior air barrier required



New Energy Code

IRC Chapter 11

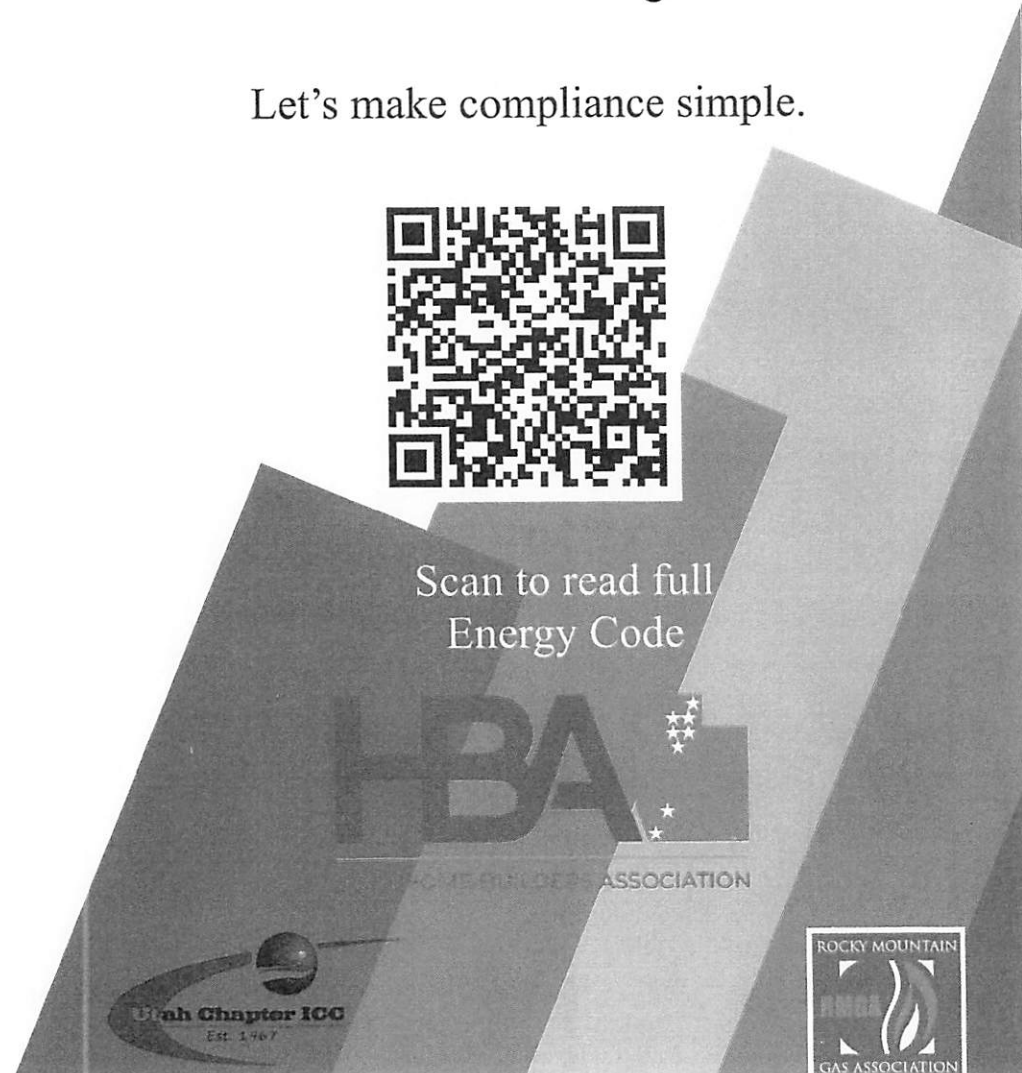
Effective **July 1, 2026**,

Great homes start with good code

Let's make compliance simple.



Scan to read full
Energy Code



Utah Chapter ICC
Est. 1967





How to meet code

R1101.3 Compliance Paths

Compliance with this chapter must be shown by one of the following:

R1101.3.1 Prescriptive Compliance

- Building thermal envelope meets or exceeds minimum R-values and maximum U-factors in Section R1102.2

R1101.3.2 Performance Compliance (Verified at finale)

- Use U.S. DOE REScheck, AND
- Proposed design performs $\geq 5\%$ better than the Utah 2012 REScheck standard
- (shown on REScheck compliance certificate), OR
- Home achieves a HERS rating of 67 or better

Plan Check

R 1102.4

No modeling or performance-based documentation required

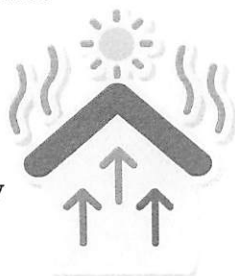


Insulation

R1102.2 Minimum Thermal Resistance

Minimum R-Value

- Above-Grade exterior walls R-21
- Ceiling/Roof assemblies R-38
- Floors over unconditioned space R-30
- Basement walls - R-10 continuous or R-13 cavity
- Windows and glazed doors - U-factor = 0.32
- Opaque doors minimum U-factor = 0.6



R1104.2 Duct Insulation

- Ducts outside conditioned space must be insulated to minimum R-8
- Exception: ducts buried under concrete floors do not require insulation

Mechanical Ventilation



R1104.1.3.1

If the tested air leakage rate is:

- ≤ 3 air changes per hour (ACH)
 - Then the dwelling must include mechanical ventilation

Testing

R1105 Building Thermal Envelope Air Leakage Testing (Blower Door Test)

Maximum air leakage rates shall not exceed:

- 5.0 air changes per hour
- 6.0 air changes per hour

For multifamily construction:

R1104.1 Duct Leakage Testing

- Duct systems in unconditioned attics must be tested for total air leakage.

Approved parties to conduct testing include:

- Parties certified by BPI or Resnet
- Licensed contractors who have completed training provided by blower door test equipment manufacturers or other comparable training.



R1104.1.1 Air Handler Installed

Maximum leakage:

- ≤ 6.0 CFM per 100 sq ft of conditioned floor area
- R1104.1.2 Air Handler NOT Installed

Maximum leakage:

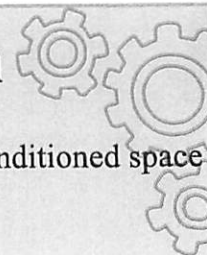
- ≤ 5.0 CFM per 100 sq ft of conditioned floor area

Mechanical Room

R1103 Requirements

Mechanical rooms receiving combustion air from unconditioned space must:

- Be separated from unconditioned spaces





Mendon City Land Use Authority

Zoning Clearance Application

Fee: \$75

Date Received	By	Receipt #	Amount	Payment Type/Check#

1. The items in the attached checklist MUST accompany this application at the time of submission.
2. The application fee is non-refundable
3. Your greenbelt taxation status and value of your property may change by proceeding with this application. Please contact the County Assessor's Office for more information.
4. Do not submit for a building permit until a zoning clearance has been approved and received.

Location

Parcel/Tax ID number: _____ - _____ - _____ Total Acreage: _____ Zone(s) _____

Property Address: _____

Proposed Structure(s)

1. Structure Type/Use: _____ ☐ Primary ☐ Accessory ☐ Agricultural
Dimensions: _____, Sq Ft (above grade): _____, Height: _____
2. Structure Type/Use: _____ ☐ Primary ☐ Accessory ☐ Agricultural
Dimensions: _____, Sq Ft (above grade): _____, Height: _____

*Agricultural - Must meet the State Code §15A-1-202 requirements and include Agricultural Building Statement with the application.

Land Disturbance Information

The proposed amount of land being disturbed for any development _____ sq ft

Land Disturbing Activity: Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, reconstruction, clearing, grading, filling, and excavation.

Agent Contact Information

Agent: _____ Email: _____

Phone: _____ Mailing Address: _____

Property Owner Contact Information

Owner: _____ Email: _____

Phone: _____ Mailing Address: _____

Acknowledgment

I acknowledge that I have provided a complete application and if approved, this property will be given a zoning clearance for the parcel identified. Any changes in type of structure or placement will require a new zoning clearance. Approval of a zoning clearance is not a waiver of compliance with the zoning ordinance nor is it a conditional use permit.

Signature

Date

Application Checklist

A complete application must include the items noted below, unless specified otherwise. Further information may be required by staff, other departments and agencies, and/or the authority that reviews the application based on the proposed use/development. Applications are accepted in person or submitted online at LandUseStaff@MendonCityUtah.gov. Incomplete applications will not be accepted.

Required:

1. Site Plan
2. Floor plan(s) of all levels
3. Elevation(s)
4. Final Lot Grading Plan
5. Culinary Water Verification
(If lot is not part of a subdivision, please contact Mendon City Public Works to verify access to culinary water. Location of water access and Public Works stamp/signature will be placed on the Site Plan)
6. Sanitation/Health Department approval
Bear River Health Department
85 East 1800 North, North Logan
435-792-6570
7. Fee amount: \$75.00

The following may be required:

1. Agent letter
(If the applicant is not the owner, Trust, LLC, or similar organization, the applicant must provide documentation that the signatory has the authority to act for the entity or provide a signed Agent Letter.)
2. Sensitive Areas Analysis (excessive slope, wetlands, flood plains, etc.)
3. Agricultural Building Statement
Signed acknowledgment specifying the structure use is only for domestic animals, animal feed, and/or farm equipment for the raising of animals or tilling the soil for crops. Any other non-habitable use is an Accessory Structure and requires a building permit. State Code 15A-1-202

Review Process

1. The Mendon City Land Use Authority will review the application with the applicant to ensure that the information submitted is sufficient to completely review the project. Incomplete applications will not be accepted and will be returned to the applicant.
2. Complete applications are forwarded to the necessary individuals/departments for review and comments. The reviews are submitted to the Land Use Authority for a final decision.
3. The review process for a completed zoning clearance application may take several weeks from the time it is received and paid.

Internal Use Only

- ☐ Application Checklist complete
- ☐ Fee received
- ☐ Public Works verification complete
- ☐ Applicant notified

Site Plan Requirements

A site plan is a top view or bird's eye view of the property. Site plans must be **drawn to scale** with dimensions in feet, be the same site plan submitted with construction drawings, and include the following:

- ☐ Owner's name and property address;
- North arrow;
- ☐ Show all property lines;
- ☐ Show and label footprint of all existing and proposed structure(s);
- ☐ Show distances between proposed structure(s) and property lines (front, side and rear setbacks);
- ☐ Show driveway(s) existing and proposed location(s) from public or private roadway(s), width(s), name of road(s) providing access to proposed driveway(s);
- ☐ Show location of existing or proposed propane tank(s), wells, and septic systems including drain fields, power boxes, etc., show the distance to property lines and structures;
- ☐ Easements (right-of-way, utility, and waterway), if applicable;
- Sensitive Areas as noted on the GIS Summary.

Incomplete/inadequate site plans will not be accepted.

Example Site Plan (Drawn to Scale)

