



Millcreek
 1330 East Chambers Ave.
 Millcreek, Utah 84106
 Phone: (801) 214-2700
millcreekUT.gov

ONE, TWO FAMILY DWELLING, AND TOWNHOME BUILDING PERMIT REQUIREMENTS

GENERAL

<i>Remember, this is meant to be a helpful guide, not a comprehensive list. Some items may not apply to your project.</i>
<i>Note the total project cost on the application. This must include market value of labor and materials.</i>
<i>Dumpsters, restrooms, and material storage shall be kept on the property and off city streets, sidewalks and adjacent properties. Dumpsters can be stored on the street for a maximum of one week by obtaining a dumpster encroachment permit from the Public Works Department. Please visit https://millcreekUT.gov/174/Encroachment-Agreement</i>
<i>Is the lot part of a recorded subdivision? If so, What is the name and lot number of the subdivision? Is there an overall drainage plan in place for the entire subdivision? If so, ensure the overall drainage plan is followed for the lot.</i>
<i>If part of an existing subdivision, were there any exceptions, special conditions, notes, etc.?</i>
<i>Does property fall within a Fault Study Area (Go to Map Gallery on millcreekut.gov), then click on each Geological Feature Map . Click on layers to identify applicable features.</i>
<i>Is Liquefaction Potential moderate or high? (click only on the Liquefaction layer only, then the subject parcel</i>
<i>Is the property within FEMA Floodplain Zones A, AE, AO, or an Alluvial Fan? (click on Flood Plain layer within the Geological Features Map) Always identify floodplain on cover sheet of plans and reference source, elevations, and obtain any floodplain permits required.</i>
<i>Is the property identified as a historic structure or located in a historic district? (click on the Historic Parcels Dec 2022 layer in the Planning and Zoning Public Map) Always identify historic parcels on cover sheet of plans and reference source, elevations, and obtain required planning and zoning approval.</i>
<i>What zones apply to the property? (Go to Map Gallery on millcreekut.gov, then click on the Planning Zoning Public Map) Click on property and follow links to the Salt Lake County Accessors webpage for more information regarding the property configuration, size and legal description.</i>
<i>Refer to https://millcreekUT.gov/165/Building-Department for more information and documents. (i.e. Apply for a permit, request an inspection, adopted construction codes, forms and links, climate and geographic design, and FAQ's)</i>
<i>Are there any waterbodies near or adjacent to property? (click on appropriate layer)</i>

SITE PLAN AND ELEVATIONS

MKZ 19.02.080 Site Plans And Building Elevations Required; Contents			MILLCREEK
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PROJECT ADDRESS Note project address.			
NOTE OF SCALE USED. Must be scaled with dimensions and measurements. A scale of 1"=10' is typical, but others may be acceptable.			
DIRECTION OF NORTH POINT. Indicating the direction North.			
LOT LINES. Together with adjacent streets, roads and rights-of-ways, public utility easements, access easements, and irrigation and canal easements, etc.			
SETBACKS. Note setback measurements from lot lines to structures.			
UTILITY LOCATIONS. Show where water, sewer, electric, and gas utility lines and meters are located.			
MOTOR VEHICLE ACCESS. Show individual parking stalls and identify covered stalls.			

LABEL ZONES. Include whether the single family, two family, or twin home is located in the Residential Compatibility Overlay Zone, Ch. 19.71 of the MKZ.			
BUILDING AND OPEN SPACE COVERAGES. Include percentages showing minimums and maximums are met.			
NAMES, ADDRESS, TELEPHONE NUMBER OF BUILDER AND OWNER. Include subdivision name and lot number if applicable.			
ORIENTATION OF EACH ELEVATION. (NORTH, SOUTH, EAST and WEST views)			
LOT LINES. Each elevation view shall show all applicable lot lines.			
EXPLANATORY NOTES DESCRIBING MATERIALS. Including percentages of each material on each facade.			
SHOW ORIGINAL GROUND SURFACE. Label all points along each elevation of the building. Refer to MKZ 19.04.095 "Building, Height Of" for definitions.			
LOCATION OF THE NEAREST FIRE HYDRANT.			
PROPOSED FINISH GRADE AT ALL POINTS ALONG EACH ELEVATION OF THE BUILDING.			
FINISHED FLOOR LEVELS. Including all levels of a building, including but not limited to, basements, garages, patios, and decks.			
TOP OF FOOTING ELEVATIONS. An elevation certificate will be required at footing inspection.			
TOTAL HEIGHT OF HOME. Identify total height as measured from original ground surface to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the highest point of a pitched roof or hipped roofs, or gambrel roofs			
NECESSARY EXPLANATORY NOTES. Address any requirements particular to the zone(s).			
ALL OTHER INFORMATION THAT MAY BE REQUIRED, AS DETERMINED BY THE DIRECTOR. Include any previous approvals such as LUHO approval, CUP letter, or an RCOZ B/C approval, variances, Foothill Canyons Overlay Zone (FCOZ) approval letter. Click here for the FCOZ Chapter 19.72 of the MKZ			

Note sheet/page number in plans	SUBMITTAL	BUILDING DEPARTMENT	MILLCREEK	
	Yes	2021 International Residential Code (IRC) and MKZ 19.02.090 Building And Use Permits Required MKZ 19.02.090 Building And Use Permits Required	Revise	Accept
		CODE ANALYSIS. Note applicable building codes, use, and square footage.		
		SCOPE OF WORK. An itemized list of work that is being proposed. Project description.		
		CONTRACTOR INFORMATION SHEET OR OWNER BUILDER CERTIFICATION. Name and contact information of who is performing the work.		
		CONSTRUCTION PLANS. Clear plans showing area, Dimensions of each room and space, Floor level, Use of each room and space, Window/Door locations with sizes, A statement indicating that actual construction will comply with applicable local ordinances and building codes.		
		ENERGY CODE COMPLIANCE. Show R-values of slab, walls floors, and ceiling. Window U-factors.		
		STRUCTURAL PLANS. Footing, foundation, posts, and/or beam sizes and schedules, General notes and details.		
		STRUCTURAL CALCULATIONS. Show all applicable design loads and calculations.		
		MECHANICAL PLANS. Location of furnace, Location and size of supply/return ducts, Location of exhaust fans, Location of combustion air, Manual J/D/S.		
		ELECTRICAL PLANS. One line electrical diagram with the location of all lights, switches, outlets, Location of smoke and CO detectors, Note GFCI on required outlets, Location of meters and panels, electrical load calculations.		
		PLUMBING PLANS. Location of water heater, location of all plumbing fixtures, shut-off valves, location of all floor drains. Gas line diagram.		
Note sheet/page number in plans	Deferred	DEFERRED SUBMITTALS	MILLCREEK	
	Yes	Please Identify Any Documents That Will Be Deferred. These Documents Must Be Reviewed By The Millcreek Building Department Prior To Installation.	Revise	Accept

		MANUAL J/D/S. Heat loss calculations, Equipment Sizing, Duct Sizing.		
		GAS LINE DIAGRAM. A complete drawing including pipe size, length, BTU's of each appliance and meter size. Include longest length and CFH.		
		RES-CHECK. Must be site specific. Must pass by a minimum of 5% if designed under the Utah State ammendments.		
		TRUSS DESIGN AND CALCULATIONS. These drawings must be stamped by a design professional and approved by the engineer of record.		
		WATER LINE CRITERIA. Show size of new water meter and service line with calculations.		
		ELECTRICAL LOAD CALCULATIONS. Please show a complete electrical load calculation including service amperage requirement.		
		INSTALLATION MANUALS AND LISTINGS. ES Report, UL Listing, ETL Listing, Manufacturer Installation Instructions, Product Manual.		
Note sheet/page number in plans requirement is satisfied	SUBMITTAL	PLANNING AND ZONING DEPARTMENT	MILLCREEK	
	Yes	General requirements needed and example can be located at https://millcreekUT.gov/DocumentCenter/View/1028/R-1-ZONE-FACT-SHEET	Revise	Accept
		PROPERTY INFORMATION, including relevant zoning code, topography, site features, etc., for your property may be obtained from https://maps-millcrk.hub.arcgis.com/pages/planning-and-zoning-public		
		DIMENSIONS between buildings, and from buildings (including overhangs and projections) to all property lines. Refer to required setbacks of each zone and RCOZ.		
		LOCATIONS AND SQUARE FOOTAGES of all existing and/or proposed driveways, walkways, decks, patios and other impervious surfaces, indicating surface materials and dimensions.		
		USE of each building or area (garage, residence, ADU, shop, shed, etc.). Include retaining walls, rockeries, and the like.		
		HEIGHT of all structures, fences, decks, retaining walls, rockeries and other similar elements from original ground surface/existing grade.		
		LOT COVERAGES. Area of impervious surfaces and supporting calculations. Provide separate subtotals for buildings, driveways/parking areas, and walkways/patios. Identify existing, proposed, and replaced impervious surfaces.		
Note sheet/page number in plans requirement is satisfied	SUBMITTAL	RCOZ (Residential Compatibility Overlay Zone) Chapter 19.71.030 of the MKZ (if located in any R-1, R-2, or A-1 Zones)	MILLCREEK	
	Yes	<u>MKZ Chapter 19.71.030</u>	Revised	Accept
		MAXIMUM BUILDING HEIGHT. Maximum Building Height. Each point on the highest ridge of the structure shall be no more than that specified in Table I, column (b) for the zone in which the property is situated. Maximum building height shall be measured in feet from that point on the original grade vertically below the referenced ridge height (not including chimneys and vent stacks).		
		MAXIMUM LOT COVERAGE. The lot coverage of all structures on the lot shall be not more than the percentages given in Table I, column (d).		
		FRONT YARD. The minimum front yard setback shall be as specified in the applicable City code.		
		SIDE YARD. The combined side yard setbacks for any main structure shall be at least twenty-five percent of the lot width with no side setback less than eight feet. For purposes of this provision, "lot width" is the diameter of the largest circle that can be inscribed entirely within the lot, not including streams, floodplains, wetlands, areas of thirty percent slope or greater or other natural hazard areas. No extensions, bay windows or similar building elements may encroach into the required setbacks under Option A, except for (a) attached air conditioning units, electrical boxes, utility meters and the like and (b) roof overhangs or eaves that extend no more than two feet into the area of the minimum side setback.		
		REAR YARD. The minimum rear setback of the primary residence and any accessory building shall be as specified in the applicable City code.		

		BUILDING ENVELOPE. The height of all structures is further limited by the building envelope created by starting at a point eight feet above ground at each point on the property line of the lot and extending on a line at a forty-five degree angle from the vertical toward the interior of the lot, the projection of such line on the horizontal plane of the lot to be perpendicular to the property line. The entire building must fit under this envelope except for dormers and gables that satisfy the following limitations:		
		DORMERS. A dormer may exceed the graduated height envelope, provided:		
		The width of the dormer is no more than fourteen feet;		
		With multiple dormers, the distance to the front, or side edges of the roof is at least one-half the distance between dormers; and		
		The dormer is no higher than the ridge of the roof.		
		GABLES. A gable may exceed the graduated height envelope, provided:		
		The height of the gable is no more than 1.75 times higher than the point where the graduated height envelope intersects the gable; and		
		The height of the gable is less than the maximum building height.		
		MASS AND SCALE. To avoid a large, continuous building mass of uniform height; no portion of any building shall continue more than forty feet horizontally without a minimum of an eighteen-inch break in the roofline or an architectural element such as an overhang, projection, inset, material and textural change to create shadow patterns along the elevation of the building. The elements required by this section are in addition to all other requirements under this Part.		

Refer to the [R-1 Zone Fact Sheet](#) and the [RCOZ Users Guide](#) located on the Millcreek Planning and Zoning webpage for guides and examples.

Note sheet/page number in plans requirement is satisfied	SUBMITTAL	ENGINEERING/PUBLIC WORKS DEPARTMENTS	MILLCREEK	
	Yes		<p>MKZ Chapter 17.24, Chapter 19.75, Chapter 19.76, Title 14 and Title 15</p> <p>MKZ Chapter 17.24, Chapter 19.75 and Title 14</p>	Revise
		SENSATIVE LANDS. Identify all potential sensitive lands and any mitigation requirements. See Millcreek sensitive lands map https://maps-millcrk.hub.arcgis.com/pages/geologic-features .		
		IDENTIFY AND LOCATE FLOOD ZONE OR PATHWAY DESIGNATION. Label FEMA Floodplain Zones A, AE, or an Alluvial Fan.		
		PROVIDE A SURVEY OF THE PROPERTY. Include adjacent streets with distance from center line to property line. Label Adjacent Streets as Public or Private. Show existing elevations of property lines, adjacent properties, and centerline of adjacent roadways.		
		PROPERTY DEDICATION: Identify the road type of the adjacent roadway using Millcreek's Transportation Master Plan (TMP) (pg 11). Determine the required half-width using the cross-section provided (pg 33-36). Use the property survey and half-width of the required roadway to determine if any dedication is required. If dedication is required, provide a legal description in metes and bounds describing the area between the existing and required property lines per the TMP to engineering for review. Dedication needs to be completed prior to building permit approval. https://www.millcreekut.gov/DocumentCenter/View/1904/Millcreek-Transportation-Master-Plan-2019_FINAL-7-22-20?bidId=		
		GEOTECHNICAL REPORT. Soils report exploring two feet below the lowest excavation. Also, include any required studies per the sensitive lands ordinance.		
		EROSION CONTROL PLANS. Show and Identify the following: Silt fence or fiber roll to prevent silt and sediment from leaving the site. Storm drain inlet protection. Concrete Washout. Dumpster. Portable Toilet. Material Storage Area. Tracking pad at construction entrance.		
		GRADING AND DRAINAGE PLANS (See Engineering Checklist). Grading and drainage plan showing existing contours and proposed contours with drainage arrows. Show storm drain calculations if new dwelling(s) will be disturbing one-acre or more.		

		LOCATE CANALS AND DITCHES. Check for canals on or adjacent to subject property. A letter of approval from the canal company is required prior to approval. Cannot route stormwater to canals without canal co. permission. Owner to work with canal co. if moving, piping, etc.		
		PUBLIC IMPROVEMENTS. The project shall provide curb, gutter and sidewalk along the entire property line which abuts any public road or street in cases where it does not exist at City standards prior to C of O. Follow Millcreek Standard Plans 140 and 145 (see link below). https://millcreek.us/DocumentCenter/View/95/Standard-Plans-for-Public-Works-Construction-PDF . Refer to Title 14 at Chapter 14.12 STANDARDS FOR ROADWAY DEVELOPMENT for standards and specifications.		
Note sheet/page number in plans requirement is satisfied	SUBMITTAL	ENGINEERING/PUBLIC WORKS SITE, GRADING, AND UTILITY PLANS Plans may be combined if legible. Millcreek may request plans to be separated at the discretion of the reviewer.	MILLCREEK	
	Yes	MKZ Chapter 17.24, Chapter 19.75 and Title 14	Revise	Accept
		MKZ Chapter 17.24, Chapter 19.75 and Title 14		
		Note stating, "Prior to any work being done in the right-of-way an Excavation/Encroachment permit shall be obtained at https://millcreek.us/436/Public-Works-Permits . contact Kalie Boska at kboska@millcreek.us with questions"		
		Note stating, "Prior to any work being done a Land Disturbance/Grading permit shall be obtained at https://millcreek.us/436/Public-Works-Permits contact Aaron Roberts at aroberts@millcreek.us with questions"		
		Designed to meet all APWA, Millcreek, UDOT, and Engineering Standards		
		Existing and proposed easements, R-O-Ws, buffer zones and public spaces		
		Include adjacent streets with distance from center line to property line showing any property dedication if required per the 2019 Transportation Master Plan. Label Adjacent Streets as Public or Private.		
		Proposed piping, realignment or abandonment of ditches, canals, natural drainage channels, and open waterways		
		LOTS OVER 1 ACRE (under one acre see note below): A professional engineer shall provide all necessary drainage calcs and a detailed grading and drainage plan for the property. For retention Millcreek requires drainage calcs for a 100yr, 24hr storm. If detention is possible the pond must be designed for a 10yr 24hr storm with a release rate of the lesser of the pre-development release rate or 0.2 cfs/acre, and provide a safe overflow route of the 100 yr storm to an acceptable conveyance system. If a safe conveyance route cannot be identified all storm waters up to the 100 yr 24 hr event must be managed on site. Per Jordan Valley Municipalities MS4 permit, all sites over an acre are required to retain the 80th percentile storm on site, use .55 inches for that calculation.		
		LOTS UNDER 1 ACRE: A drainage plan is required. Proposed development must manage all storm water on site. All storm water needs to drain away from structures and must drain to the Public Right Of Way (ROW) before the possibility of draining to the neighboring property. The drainage plan may be designed by a professional land surveyor. If all or a portion of the lot is unable to drain storm water to the ROW the area unable to drain needs to be managed on site. A professional engineer shall provide all necessary drainage calcs using the rational method and a detailed grading and drainage plan for the property. Millcreek requires the design to accommodate the 100 yr. 24 hr storm event.		
		Reference to report for infiltration rate (as applicable) using factor of safety of 2.0 if applicable.		
		Existing contour lines (gray) and proposed contour lines (black) at one-foot (1') intervals		
		A graphic depiction of existing slope characteristics of the property illustrating areas with slopes thirty to forty percent, forty to fifty percent and greater than fifty percent.		
		Show existing and proposed elevations of property lines, adjacent properties, and centerlines of adjacent roadways. Include grading arrows indicating the direction of flow, and spot elevations where necessary to determine the feasibility of routing.		

		Show proposed storm drain pipe size (15" RCP within the right of way), type, length, and slope between manholes		
		Show existing sewers, water, culverts or other underground utilities located on or adjacent to the property, indicating pipe sizes, grades, manhole elevations (if applicable), and location		

Date:

Comments: