

CEDAR CITY PERMIT DOCUMENT LIST

Currently, Cedar City has 16 Permit types. When applying online, we now have an icon at the permit type field that will open a brief description of the permit types to help guide someone to the correct permit option. There is also a paper clip at the end of fields where there are blank copies available for download.

Here is a list of documents required for each permit type. Most documents have a brief description for the document.

Residential Permit – New construction, Single Family, Duplexes, Twin Homes, & Townhomes	
Site Plan	On this document we are checking for actual building setbacks, property address (or lot & subdivision), directional arrow, street name, parking and other specific information for the building on the lot the project may require. Please upload the site plan only for this document.
Architectural Plan Pages	These are the project plans except site plan and structural pages.
Prairie Dog Clearance	Any time you are breaking ground for construction, we ask for this letter. We are looking for the letter that the Department of Natural Resources sends to you after you send in the clearance request.
Geo-Technical Data Sheet / Pre-Construction Document with Engineer's Stamp	We ask for this document any time you are breaking ground for construction
Signed Energy Code Compliance Documentation	Also referred to as a ResCheck. This document is required for spaces that will be heated and cooled.
Notarized Owner Builder Certificate (if applicable)	Applicable to residential permits only. This negates the requirement to have DOPL-licensed contractors and subcontractors of record for the permit. Owner/Builders can still hire contractors for their project, but the owner is taking ultimate responsibility to ensure all work is done to code.
Acknowledgement that a foundation setback certification is recommended	By clicking the check box, you are acknowledging the recommendation for setback certification.
Engineering on Structural Elements	These are the engineer stamped structural pages. Please upload these separately from the architectural plans and site plan.

Addition Permits – Permits adding to the square footage of existing structures or adding new accessory buildings.

Site Plan	On this document we are checking for actual building setbacks, property address or lot & subdivision, directional arrow, street name, parking and other specific information for the building on the lot the project may require. Please upload the site plan only for this document.
Architectural Plan Pages	These are the project plans except site plan and structural pages
Prairie Dog Clearance	Any time you are breaking ground for construction, we ask for this letter. We are looking for the letter that the Department of Natural Resources sends to you after you send in the clearance request.
Geo-Technical Data Sheet / Pre-Construction Document with Engineer's Stamp	We ask for this document any time you are breaking ground for construction
Signed Energy Code Compliance Documentation	Also referred to as a ResCheck. This document is required for spaces that will be heated and cooled.
Notarized Owner Builder Certificate (if applicable)	Applicable to residential permits only. This negates the requirement to have DOPL-licensed contractors and subcontractors of record for the permit. Owner/Builders can still hire contractors for their project, but the owner is taking ultimate responsibility to ensure all work is done to code.
Acknowledgement that a foundation setback certification is recommended	By clicking the check box, you are acknowledging the recommendation for setback certification.
Engineering on Structural Elements	These are the engineer stamped structural pages. Please upload these separately from the architectural plans and site plan.

CEDAR CITY PERMIT DOCUMENT LIST

Commercial Permit – All Non-residential permits regardless of occupancy class	
Site Plan	Showing setbacks from all property lines and other structures on lot.
Architectural Plan Pages	These are the project plans except site plan and structural pages
Prairie Dog Clearance	Any time you are breaking ground for construction, we ask for this letter. We are looking for the letter that the Department of Natural Resources sends to you after you send in the clearance request.
Geo-Technical Data Sheet / Pre-Construction Document with Engineer's Stamp	We are looking for the Data Sheet with the Stamp for permitting. Once the permit is issued the report is uploaded as an attachment.
Signed Energy Code Compliance Documentation	AKA Res Check.
2 Hard Copy of Civil Plans for Engineering Review	Ensure that you have taken 2 copies of plans to Engineering that have a signature block for final sign-off on civil plans for Public Works and Engineering Department and Public Works Dept like a signature block on civil plans and they physically sign off on plans as well as electronically. If you have changed Civil plans, ensuring a new set of copies is received by Engineering Dept will help get final sign off for permit for those departments.
Acknowledgement that a foundation setback certification is recommended	By clicking the check box, you are acknowledging the recommendation for setback certification.
Engineering on Structural Elements	These are the engineer stamped structural pages. Please upload these separately from the architectural plans and site plan.
Signed Building Permit Application	If you have not included applicable contractors on your permit application, this document will not be accepted until it includes valid DOPL-licensed contractors.
Notice Criteria Tool	This is one of the forms available for pick up at Project Review Meetings. Goes through the FAA. This will tell you whether you will need to file Form 7460.
Airport Form 7460	This form is filed with the FAA. It can take the FAA up to 45 days to respond. This primarily deals with building height.
Civil Plans	Including (but not limited to) Curb, Gutter, Sidewalk, Asphalt, Driveways, Handicap ramps, Street lights, Water Meter, Water and Sewer Laterals, Fire Hydrant, and Drainage Systems
Metal Building Plans	If applicable.

Congregate Living Permits – Dorm style buildings	
Site Plan	Showing setbacks from all property lines and other structures on lot.
Architectural Plan Pages	These are the project plans except site plan and structural pages
Prairie Dog Clearance	Any time you are breaking ground for construction, we ask for this letter. We are looking for the letter that the Department of Natural Resources sends to you after you send in the clearance request.
Geo-Technical Data Sheet / Pre-Construction Document with Engineer's Stamp	We are looking for the Data Sheet with the Stamp for permitting. Once the permit is issued the report is uploaded as an attachment.
Signed Energy Code Compliance Documentation	AKA Res Check.
2 Hard Copy of Civil Plans for Engineering Review	Ensure that you have taken 2 copies of plans to Engineering that have a signature block for final sign-off on civil plans for Public Works and Engineering Department and Public Works Dept like a signature block on civil plans and they physically sign off on plans as well as electronically.
Acknowledgement that a foundation setback certification is recommended	By clicking the check box, you are acknowledging the recommendation for setback certification.
Engineering on Structural Elements	Pages stamped by Engineer These are the engineer stamped structural pages. Please upload these separately from the architectural plans and site plan.
Signed Building Permit Application	If you have not included applicable contractors on your permit application, this document will not be accepted until it includes valid DOPL-licensed contractors.
Notice Criteria Tool	This is one of the forms available for pick up at Project Review Meetings. Goes through the FAA. This will tell you whether you will need to file Form 7460.
Airport Form 7460	This form is filed with the FAA. It can take the FAA up to 45 days to respond. This primarily deals with building height.
Civil Plans	

Demo Permits	
Utah State Demo Permit	The state of Utah requires that all demolition projects apply and receive a state Demo Permit before Demolishing any structure including partial demos.
Signed Permit Application	The bottom portion of the permit application has a list of required signatures.
Proof of Ownership	

CEDAR CITY PERMIT DOCUMENT LIST

Electric Meter	
Site Plan Showing Meter Location	Having a site plan helps our inspectors have an idea of where to find the meter they will be inspecting.

Gas Meters	
Gas Clearance Form	Item is required for the City to send info to Dominion
Site Plan Showing Meter Location	

Mechanical Equipment	
Gas Clearance Form	When you are adding/ or upgrading for appliance installed.
Site Plan	A site plan, a floor plan or brief description of where the appliance is located.

Other Permits – Permits that do not seem to fit in other categories.	
Site Plan	Please upload the site plan only for this document.
Architectural Plan Pages	These are the project plans except site plan and structural pages
Prairie Dog Clearance	Any time you are breaking ground for construction, we ask for this letter. We are looking for the letter that the Department of Natural Resources sends to you after you send in the clearance request.
Geo-Technical Data Sheet / Pre-Construction Document with Engineer's Stamp	We ask for this document any time you are breaking ground for construction
Signed Energy Code Compliance Documentation	Also referred to as a ResCheck. This document is required for spaces that will be heated and cooled.
Notarized Owner Builder Certificate (if applicable)	Applicable to residential permits only. This negates the requirement to have DOPL-licensed contractors and subcontractors of record for the permit. Owner/Builders can still hire contractors for their project, but the owner is taking ultimate responsibility to ensure all work is done to code.
Acknowledgement that a foundation setback certification is recommended	By clicking the check box, you are acknowledging the recommendation for setback certification.
Engineering on Structural Elements	These are the engineer stamped structural pages. Please upload these separately from the architectural plans and site plan.
Civil Plans	
Signed Building Permit Application	

CEDAR CITY PERMIT DOCUMENT LIST

Pools	
Site Plan	Showing distance from property lines and structures on lot. Please show required fencing and gates on plans.
Architectural Plan Pages	The specs on the pool being installed showing electrical plans, pumps, etc.
Prairie Dog Clearance	Any time you are breaking ground for construction, we ask for this letter. We are looking for the letter that the Department of Natural Resources sends to you after you send in the clearance request.
Geo-Technical Data Sheet / Pre-Construction Document with Engineer's Stamp	We ask for this document any time you are breaking ground for construction
Acknowledgement that a foundation setback certification is recommended	By clicking the check box, you are acknowledging the recommendation for setback certification.
Engineering on Structural Elements	These are the engineer stamped pages of the plans. Please upload these separately from the architectural plans and site plan.

Residential Remodel – Includes Finish Basements and projects not changing the foot print of the dwelling or structure.	
Site Plan	Since these projects do not change the footprint of the dwelling, a floor plan showing existing conditions vs. planned changes will be accepted for this item. Some remodel changes may still require site plan showing parking.
Architectural Plan Pages	These are the project plans except site plan and structural pages
Signed Energy Code Compliance Documentation	Also referred to as a ResCheck. This document is required for spaces that will be heated and cooled. Projects to convert areas into living space may require an updated document.
Notarized Owner Builder Certificate (if applicable)	Applicable to residential permits only. This negates the requirement to have DOPL-licensed contractors and subcontractors of record for the permit. Owner/Builders can still hire contractors for their project, but the owner is taking ultimate responsibility to ensure all work is done to code.
Acknowledgement that a foundation setback certification is recommended	By clicking the check box, you are acknowledging the recommendation for setback certification.
Engineering on Structural Elements	These are the engineer stamped structural pages of the plans.

CEDAR CITY PERMIT DOCUMENT LIST

Retaining Walls	
Site Plan	On this document we are checking for actual building setbacks, property address or lot & subdivision, directional arrow, street name, length and width of wall. Please upload the site plan only for this document.
Prairie Dog Clearance	Breaking ground, yes? Yes, we will need Clearance letter.
Geo-Technical Data Sheet / Pre-Construction Document with Engineer's Stamp	We ask for this document any time you are breaking ground for construction
Notarized Owner Builder Certificate (if applicable)	Applicable to residential permits only.
Acknowledgement that a foundation setback certification is recommended	By clicking the check box, you are acknowledging the recommendation for setback certification.
Engineering on Structural Elements	These are the engineer stamped structural pages of the plans.

Sign Permits – Pole and monument signs require Project Review meeting prior to issuing permit.	
Sign Worksheet	Please see City Ordinance Chapter 26-16
Site Plan	For Pole and Monument signs please include setback and Public Easements.
Architectural Plan Pages	Sign design & dimensions, image of building dimensions.

Solar	
Architectural Plan Pages	
Engineering on Structural Elements	
Notarized Owner Builder Certificate (if applicable)	Applicable to residential permits only.
Module Specifications Sheets	
Inverter Specification Sheets	
Mounting System Specification	
Rapid Shutdown Specification	
Photos of open Electrical Panel	to show Panel Specifications
Photos of Shut Electrical Panel	
Verify Meter Upgrade	

Tenant Improvement – All Non-residential permits regardless of occupancy class for interior alterations to an existing building.

Site Plan	Location of tenant space in relation to the project site.
Architectural Plan Pages	These are the project plans except site plan and structural pages. Please include a code analysis on plans.
Signed Energy Code Compliance Documentation	AKA Res Check.
Engineering on Structural Elements	These are the engineer stamped structural pages of the plans.
Signed Building Permit Application	If you have not included applicable contractors on your permit application, this document will not be accepted until it includes valid DOPL-licensed contractors.

Water Meter

Site Plan Showing Meter Location	Location of water meter should be indicated with a letter 'w' inside a circle.
----------------------------------	--