



Murray City **Miscellaneous Plan Submittal Checklist**

The following list is a list of common requirements needed for Miscellaneous Plan Submittals, the purpose being to help expedite the permit process, this list may not be a complete list for the plan review as every project is unique.

****Submit the Building Permit Application electronically through eProcess 360: <https://murray.ut.eprocess360.com> ****

NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

COMMUNITY DEVELOPMENT ACCEPTANCE FOR REVIEW

- Project Approval from Murray City Planning & Zoning or be scheduled for final approval on the next available Planning Commission Agenda. Contact: 801-270-2430 or planning@murray.utah.gov with questions.

CONTRACTOR'S INFORMATION, name, phone number, address, and **contractor's state license numbers** (Required prior to issuance of the permit):

- General Contractor
- Electrical Contractor
- Plumbing Contractor
- Mechanical Contractor

On Premise and off Premise Pole Signs

- Site plan showing sign location, property frontage and sign setbacks from property lines and sidewalks.
- Sign dimensions including distance from grade
- Stamped, signed and dated structural engineers' calculations for pole type signs (designed for 90 mph, exposure B and maximum soil bearing of 100 psf) or provide stamped and sealed soils report
- Column dimensions and material
- Soils Report

Attached Signs

- Site plan showing location on building
- Sign(s) dimensions
- Electrical requirements and connections
- Size and type of attachments and connections
- Type of surface/structure to which sign will be attached
- Engineering for attachment details

Buffer Walls

- Site Plan
- Wall height, material, footing size and reinforcement

Roof Conversion

- Location and description of existing bearing walls, etc.
- Complete framing details
- Rafters Size, spacing and blocking
 - Connection of rafters to existing roof at eves
 - Size and location of Purlins and Struts
 - Grade and species of lumber to include size
- Roof Sheathing size and grade
- Roofing material
- Attic Access

- Attic Ventilation
- Plans drawn to scale (1/8" or larger)

Patio Cover, Deck or Carport

- Site plan showing existing structures on property, location and size of new cover, deck or carport and distances from property lines and other structures to new construction
- Framing details with grade and species of lumber
 - Rafter size, spacing and spans
 - Joist size, spacing and spans to include decking material
 - Grade and species of lumber to include size
- Roof sheathing size and grade
- Roofing material
- Stair and guardrail details for decks
- Detached carports require stamped engineer's calculations
- Plans drawn to scale (1/8" or larger)

Swimming Pools

- Site plans showing location of pool in relation to existing structures and property lines
- Location of overhead utilities and height above grade
- Dimensions of Pool
- Details of reinforcement and structural calculations
- Electrical Plan
- Indication of 6' fence with self-closing gate
- Energy conservation requirements indicated
 - Pool heater shall have an on/off switch
 - Heated pools shall have cover required
 - Time clock required for pump operation
- Gas Line Diagram

Paint Booths

- Floor Plan
- Gas line diagram
- Electrical Plan
- Listing from accredited agency for Paint Booth
- Used mechanical equipment **REQUIRES** engineering to include stamp and seal

Fences

- All fences require Planning & Zoning Dept. approval
- Fences 7 feet and above require a building permit if the fence is below 7 feet, it will not require a building permit
- Fences 8 feet or taller will require Engineered plans to be submitted as part of the plans

Racking

- Racking Systems, shelving, and similar fixed equipment that exceed 5'9" in height require a building permit
- Rack structures 8 feet or taller require Engineered plans be submitted as part of the plans