



CITY OF CLIVE
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CHECKLIST FOR SINGLE FAMILY DWELLINGS AND DUPLEXES

BUILDING ADDRESS

APPLICANT'S NAME

The following plans and documents are required to be submitted, reviewed and approved prior to the issuance of a building permit.

- Building Permit Application
- Builder's Acknowledgement
- Completed energy worksheet OR scope of work from 3rd Party inspection provider for Energy Code compliance
- Manual J & D analysis report
- Top Soil Agreement

PLAN SET

- Complete floor plans of all levels including deck with dimensions
- Framing Plan - Certified Engineered drawings shall be submitted when available
- Details
 - Stair and railing details
 - Exterior wall section
 - Fire wall details (if required)
 - Deck footing sizes on foundation plan

MISC.

- Plan approval letter if required by developer
- Flood Plain Development Application (for projects in a flood plain)
- Elevation Certificate (must be provided before foundation poured if project is in a flood plain)

SITE PLAN

A single sheet site plan must include the following:

- Curb cut and driveway location (24' max curb opening)
- Building setbacks (front, rear and sides)
- Building dimensions
- Location of sidewalks, trails, required plantings & light posts
- Intended utility locations (gas, electric, water)
- Easement locations
- Site grading (including street elevation, garage floor elevation and basement floor elevation)
- Minimum Protection Elevations, if applicable
- Deck and patio locations
- Proposed grading
- Square footages for properties requiring top soil

STORM WATER POLLUTION PREVENTION PLAN

Plan details can be included on Site Plan sheet

- Concrete washout location and specification
- Trash containment location and specification
- Perimeter erosion control devices (silt fence)
- Gravel construction entrance and specification
- Inlet/Intake protection location and specification
- Erosion control notes (see sample grading plan for reference)

NOTES:

1. ***Any changes in plans must be reviewed and approved by the Construction Services Administrator prior to commencing with those changes.***
2. ***A pre-construction meeting is required PRIOR to any excavation. In addition to concrete washout devices, all perimeter erosion control measures must be in place by the time of inspection.***
3. ***As-built footing / foundation required if structure is within one foot of any setback line.***
4. ***As-built survey required for all projects with a minimum protection elevation and shall be submitted prior to final inspection.***
5. ***Elevations within a detention basin shall be surveyed and inspected prior to placing sod.***

NOTES: