



Ogden Valley City

Building Permit Submission Requirements

Single Family Dwellings, Duplexes, and Townhouses

- **Engineered Plans** including:
 - Code Analysis - General Notes Plan Sheet
 - Elevations - all views, with height dimensions.
 - Floor Plans for all levels - including basements (unfinished and finished), habitable attics, and bonus space.
 - Building Sections
 - Engineering Code Analysis - General Notes Plan Sheet
 - Footing / Foundation Plan
 - Floor Framing Plans for all levels.
 - Roof Framing Plan
 - Electrical Plans
 - Engineering Structural Detail Plan Sheets
 - Building area breakdown in square feet. - List each area type separately. Include square footage for each level(main, upper, including bonus space), basement (including area under suspended slabs), garages, covered porches, decks, patios, and uncovered decks.
- **Structural Design Calculations**
- **Site Plan** – including:
 - Existing and proposed contours
 - Existing roadway and driveway
 - Drainage improvements
 - Water – Connection to water utility or well location



- Sewer – Connection to sewer utility or septic location
- Water Company Will Serve Letter or Approved Well Permit - Will serves must be specific to the building lot.
- Sewer Company Will Serve Letter or Approved Septic - Will serves must be specific to the building lot.
- **Outdoor Lighting Plan** - required if the project is located in the Ogden Valley.
The lighting plan shall demonstrate compliance with Section 108-16 of the Weber County Land Use Code. Plans shall be submitted in the form of a site plan, building elevations, and accompanied by any supplemental documentation required to communicate overall lighting intentions. Submitted plans shall include the following elements:
 - Location and height above the ground of all artificial light sources on the premises
 - Description of each artificial light source device and its supporting structure. This is most easily communicated through the submittal of the manufacturer's specification sheets (catalog cuts) for each proposed lighting fixture.
 - On a case-by-case basis, the land use authority may require that photometric schematics and attestation be submitted from a qualified professional who demonstrates compliance with Section 108-16 of the Weber County Land Use Code.
 - [Example Residential Site Plan](#)
 - [Example Building Elevations](#)
 - [Quick Guide to Dark Sky Lighting Pamphlet](#)
 - Please call the Planning Department at 801-399-8173 to determine the exterior lighting requirements for your project.
- **Energy Conservation Compliance Method** or REScheck
- **Construction stormwater activity permit** – Required for sites disturbing 1 acre or more, or sites part of a common plan of development.



- Storm water permitting information can be found at the Ogden Valley City Website under Departments – Storm Water Management Plan

[Stormwater Management Program \(MS4\) - Ogden Valley City](#)

- **Geologic Hazards Reconnaissance and Study** - required if you are building in a Geologic Hazards area, [any site in red on the Geologic Hazard Map](#).
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Multi-Family Dwellings

- **Engineered Plans** including:
 - Code Analysis - General Notes Plan Sheet
 - Elevations - all views, with height dimensions.
 - Floor Plans for all levels - including basements (unfinished and finished), habitable attics, and bonus space.
 - Egress Plans
 - Accessibility Plans
 - Fire and Smoke Protection Features Plans
 - Fire and Smoke Protection Systems Plans
 - Building Sections
 - Wall Sections
 - Engineering Code Analysis - General Notes Plan Sheet
 - Footing / Foundation Plan
 - Roof Framing Plan
 - Electrical Plans
 - Engineering Structural Detail Plan Sheets
 - Building area breakdown in square feet. - List each area type separately. Include square feet area for each level(main, upper including bonus space), basement (including area under suspended slabs), garages, covered porches, decks, patios, and uncovered decks.
- **Structural Design Calculations**
- **Site Plan** – including:
 - Existing and proposed contours
 - Existing roadway and driveway
 - Drainage improvements



- Water – Connection to water utility or well location
- Sewer – Connection to sewer utility or septic location
- Water Company Will Serve Letter or Approved Well Permit - Will serves must be specific to the building lot.
- Sewer Company Will Serve Letter or Approved Septic - Will serves must be specific to the building lot.
- **Outdoor Lighting Plan** - required if the project is located in the Ogden Upper Valley or includes 8 or more dwelling units.

Plans for projects in the Ogden Valley shall demonstrate compliance with Section 108-16 of the Weber County Land Use Code. Plans shall be submitted in the form of a site plan, building elevations, and accompanied by any supplemental documentation required to communicate overall lighting intentions. Submitted plans shall include the following elements:

- Location and height above the ground of all artificial light sources on the premises
- Description of each artificial light source device and its supporting structure. This is most easily communicated through the submittal of the manufacturer's specification sheets (catalog cuts) for each proposed lighting fixture.

For all multifamily dwellings of four or more dwelling units:

- All artificial light sources in open-air parking lots shall be accounted for in the form of a table on the lighting site plan. This table shall indicate the total lumen output for each light source, the full parking lot area (sq. ft.), and show the calculated ratio of lumens per square foot of parking area. Per LUC 108-16, projects in the Ogden Valley shall demonstrate a maximum ratio of two lumens per square foot of parking area.
- Photometric schematics and attestation are required from a qualified professional demonstrating compliance with Section 108-16 of the Weber County Land Use Code.
- [Example Commercial Site Plan](#)



- [Example Building Elevations](#)
 - [Quick Guide to Dark Sky Lighting Pamphlet](#)
 - **Energy Conservation Compliance Method** or REScheck
 - **Project Valuation** including materials and labor
 - **Storm Water Prevention Plan** (SWPPP)
 - **Geologic Hazards Reconnaissance and Study** - required if you are building in a Geologic Hazards area, [any site in red on the Geologic Hazard Map](#).
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Residential Additions

- **Engineered Plans** including:
 - Code Analysis - General Notes Plan Sheet
 - Elevations - all views, with height dimensions.
 - Floor Plans for all levels - including basements (unfinished and finished), habitable attics, and bonus space.
 - Building Sections
 - Engineering Code Analysis - General Notes Plan Sheet
 - Footing / Foundation Plan
 - Floor Framing Plans for all levels.
 - Roof Framing Plan
 - Electrical Plans
 - Engineering Structural Detail Plan Sheets
 - Building area breakdown in square feet. - List each area type separately. Include square feet area for each level(main, upper including bonus space), basement (including area under suspended slabs), garages, covered porches, decks, patios, and uncovered decks.
- **Structural Design Calculations**
- **Site Plan** including existing and proposed contours and distances to property lines.
- Is this project located in the Ogden Valley?
Yes No
- **Energy Conservation Compliance Method** or REScheck
- **Project Valuation** including materials and labor
- **Storm Water Prevention Plan** (SWPPP)
- **Geologic Hazards Reconnaissance and Study** - required if you are building in a Geologic Hazards area, [any site in red on the Geologic Hazard Map](#).





Residential Remodeling

- Plans including:
 - Existing Floor Plans, label all rooms
 - Demo Plans
 - New Floor Plans, label all rooms
 - Elevations showing ceiling heights, door and window sizes, and windowsill heights from the finished floor
 - Structural changes shall require engineering
 - Provide square footage of the remodel area
 - Project Valuation, including materials and labor
 - Is this project located in the Ogden Valley?
Yes No
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Residential Accessory Structures

Including Detached Garages, Carports, Barns, Sheds, Pool Houses, Pergolas, Snow Canopies, and Greenhouses.

- **Engineered Plans** including:
 - Code Analysis - General Notes Plan Sheet
 - Elevations - all views, with height dimensions.
 - Floor Plans for all levels - including basements (unfinished and finished), habitable attics, and bonus space.
 - Building Sections
 - Engineering Code Analysis - General Notes Plan Sheet
 - Footing / Foundation Plan
 - Floor Framing Plans for all levels.
 - Roof Framing Plan
 - Electrical Plans
 - Engineering Structural Detail Plan Sheets
 - Building area breakdown in square feet. - List each area type separately. Include square feet area for each level(main, upper including bonus space), basement (including area under suspended slabs), garages, covered porches, decks, patios, and uncovered decks.
- **Structural Design Calculations**
- **Site Plan** – including:
 - Existing and proposed contours
 - Existing roadway and driveway
 - Drainage improvements
 - Water – Connection to water utility or well location
 - Sewer – Connection to sewer utility or septic location



- Is this project located in the Ogden Valley?
Yes No
 - **Storm Water Prevention Plan (SWPPP)**
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Commercial Building Projects (All Occupancies)

- **Architectural and Engineering Plans**, including:
 - Code Analysis - General Notes Plan Sheet
 - Elevations - all views, with height dimensions.
 - Floor Plans for all levels.
 - Egress Plans
 - Accessibility Plans
 - Window and door schedules
 - Finish schedules
 - Reflected Ceiling lighting plans
 - Exterior lighting plans
 - Fire and Smoke Protection Features Plans
 - Fire and Smoke Protection Systems Plans
 - Building Sections
 - Wall Sections
 - Engineering Code Analysis - General Notes Plan Sheet
 - Footing / Foundation Plan
 - Floor Framing Plans for all levels
 - Roof Framing Plan
 - Wall Sections
 - Engineering Structural Detail Plan Sheets
 - Engineered Plumbing plans
 - Engineered Mechanical/ HVAC Plans
 - Engineered Fuel Gas plans and specifications



- Engineered Electrical plans
- Equipment Schedules
- Schedule of required special inspections
- Project Valuation, including materials and labor
- Building area breakdown in square feet. - List each area type separately. Include square feet area for each level(main, upper including bonus space), basement (including area under suspended slabs), garages, covered porches, decks, patios, and uncovered decks.
- **Engineering Structural Design Calculations**
- **Site Plan** – including:
 - Existing and proposed contours
 - Existing roadway and driveway
 - Drainage improvements
 - Water – Connection to water utility or well location
 - Sewer – Connection to sewer utility or septic location
 - Setbacks
 - Parking
 - ADA requirements
- Water Company Will Serve Letter or Approved Well Permit - Will serves must be specific to the building lot.
- Sewer Company Will Serve Letter or Approved Septic - Will serves must be specific to the building lot.
- **Outdoor Lighting Plan** Plans shall be submitted in the form of a site plan, building elevations, and accompanied by any supplemental documentation required to communicate overall lighting intentions (developments in the Ogden Valley Planning Area must demonstrate compliance with Section 108-16 of the Weber County Land Use Code). Submitted plans shall include the following elements:



- Location and height above the ground of all artificial light sources on the premises
- Description of each artificial light source device and its supporting structure. This is most easily communicated through the submittal of the manufacturer's catalog cuts for each proposed lighting fixture.
- All artificial light sources in open-air parking lots shall be accounted for in the form of a table on the lighting site plan. This table shall indicate the total lumen output for each light source, the full parking lot area (sq. ft.), and the calculation of the lumen per square foot of the parking area. (Projects in the Ogden valley shall show a maximum ratio of 2 lumens per square foot of parking lot area).
- Photometric schematics are required from a qualified professional for all commercial projects. Photometric schematics for projects in the Ogden Valley must demonstrate compliance with Section 108-16 of the Weber County Land Use Code.
- [Example Commercial Site Plan](#)
- [Example Building Elevations](#)
- [Quick Guide to Dark Sky Lighting Pamphlet](#)
- **Energy Conservation Compliance Method or COMcheck**
- **Stormwater Connection Permit** – Required when constructing, modifying, or using a physical connection to the storm sewer system, directing a new or altered discharge to the storm sewer system, or constructing or redeveloping a site when the work materially changes drainage, runoff volume, runoff rate, water quality, or the operation of an existing stormwater facility. The following elements are required to obtain a connection permit:
 - **Long Term Controls Maintenance plan** – required for any stormwater control that will be privately owned after construction is complete
 - **Long Term Controls Agreement** - required for any stormwater control that will be privately owned after construction is complete



- **Stormwater Quality Report** – required for all sites; Ogden Valley City Code 6.15.130 requires stormwater quality and quantity is maintained or improved from pre-development conditions. Discharge is limited to 0.2 cfs/acre
 - **Drainage plan including discharge points and proposed BMPs**
 - **Construction stormwater activity permit** – Required for sites disturbing 1 acre or more, or sites part of a common plan of development.
 - Storm water permitting information can be found at the Ogden Valley City Website under Departments – Storm Water Management Plan
[Stormwater Management Program \(MS4\) - Ogden Valley City](#)
 - **Geologic Hazards Reconnaissance and Study** - required if you are building in a Geologic Hazards area, [any site in red on the Geologic Hazard Map](#).
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Industrial (All Occupancies)

- **Architectural and Engineering Plans**, including:
 - Code Analysis - General Notes Plan Sheet
 - Elevations - all views, with height dimensions.
 - Floor Plans for all levels.
 - Egress Plans
 - Accessibility Plans
 - Window and door schedules
 - Finish schedules
 - Reflected Ceiling lighting plans
 - Exterior lighting plans
 - Fire and Smoke Protection Features Plans
 - Fire and Smoke Protection Systems Plans
 - Building & Wall Sections
 - Engineering Code Analysis - General Notes Plan Sheet
 - Footing / Foundation Plan
 - Floor Framing Plans for all levels
 - Roof Framing Plan
 - Wall Sections
 - Engineering Structural Detail Plan Sheets
 - Engineered Plumbing plans
 - Engineered Mechanical/ HVAC Plans
 - Engineered Fuel Gas plans and specifications
 - Engineered Electrical plans



- Equipment Schedules
- Schedule of required special inspections
- Building area breakdown in square feet. - List each area type separately. Include square feet area for each level(main, upper including bonus space), basement (including area under suspended slabs), garages, covered porches, decks, patios, and uncovered decks.
- **Engineering Structural Design Calculations**
- **Site Plan** – including:
 - Existing and proposed contours
 - Existing roadway and driveway
 - Drainage improvements
 - Water – Connection to water utility or well location
 - Sewer – Connection to sewer utility or septic location
 - Setbacks
 - Parking
 - ADA requirements
- **Outdoor Lighting Plan** Plans shall be submitted in the form of a site plan, building elevations, and accompanied by any supplemental documentation required to communicate overall lighting intentions (developments in the Ogden Valley Planning Area must demonstrate compliance with Section 108-16 of the Weber County Land Use Code). Submitted plans shall include the following elements:
 - Location and height above the ground of all artificial light sources on the premises
 - Description of each artificial light source device and its supporting structure. This is most easily communicated through the submittal of the manufacturer's catalog cuts for each proposed lighting fixture.
 - All artificial light sources in open-air parking lots shall be accounted for in the form of a table on the lighting site plan. This table shall indicate the total



lumen output for each light source, the full parking lot area (sq. ft.), and the calculation of the lumen per square foot of the parking area.

- Photometric schematics are required from a qualified professional for all commercial projects. Photometric schematics for projects in the Ogden Valley must demonstrate compliance with Section 108-16 of the Weber County Land Use Code.
- [Example Commercial Site Plan](#)
- [Example Building Elevations](#)
- [Quick Guide to Dark Sky Lighting Pamphlet](#)
- **Energy Conservation Compliance Method** or COMcheck
- **Project Valuation** including materials and labor
- **Stormwater Connection Permit** – Required when constructing, modifying, or using a physical connection to the storm sewer system, directing a new or altered discharge to the storm sewer system, or constructing or redeveloping a site when the work materially changes drainage, runoff volume, runoff rate, water quality, or the operation of an existing stormwater facility. The following elements are required to obtain a connection permit:
 - **State Industrial Permit** – May be required for specific industrial developments and is permitted through the state
 - **Long Term Controls Maintenance plan** – required for any stormwater control that will be privately owned after construction is complete
 - **Long Term Controls Agreement** - required for any stormwater control that will be privately owned after construction is complete
 - **Stormwater Quality Report** – required for all sites; Ogden Valley City Code 6.15.130 requires stormwater quality and quantity is maintained or improved from pre-development conditions. Discharge is limited to 0.2 cfs/acre
 - **Drainage plan including discharge points and proposed BMPs**



- **Construction stormwater activity permit** – Required for sites disturbing 1 acre or more, or sites part of a common plan of development.
- Storm water permitting information can be found at the Ogden Valley City Website under Departments – Storm Water Management Plan

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- **Geologic Hazards Reconnaissance and Study** - required if you are building in a Geologic Hazards area, [any site in red on the Geologic Hazard Map](#).
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Photovoltaic Solar Energy Systems (Residential)

- Site Plan - system layout
 - One-line system electrical diagram and calculations
 - Equipment specifications and installation instructions for Modules, Panels, Racking, Mounting, Power Converters, Enclosures, Wiring, and Cables.
 - Required Labeling Plan
 - For roof-mounted systems, a letter from a Structural Engineer verifying that the existing structure's roof system is adequate to support the additional loads imposed by the roof-mounted Solar PV System.
 - Ground Mount systems require engineered mounting systems. Mounting systems shall meet the local site-specific design criteria for Wind, Seismic, and Snow Load.
 - Project Valuation, including materials and labor
-



Photovoltaic Solar Energy Systems (Commercial)

- Commercial systems shall be designed by a professional engineer.
 - Site Plan - system layout
 - One-line system electrical diagram and calculations
 - Equipment specifications and installation instructions for Modules, Panels, Racking, Mounting, Power Converters, Enclosures, Wiring, and Cables.
 - Required Labeling Plan
 - For roof-mounted systems, a letter from a Structural Engineer verifying that the existing structure's roof system is adequate to support the additional loads imposed by the roof-mounted Solar PV System.
 - Ground Mount systems require engineered mounting systems. Mounting systems shall meet the local site-specific design criteria for Wind, Seismic, and Snow Load.
 - Is this project located in the Ogden Valley, and is outdoor lighting a proposed part of the project?
Yes No
 - Project Valuation, including materials and labor
-



Swimming Pools and Spas (Residential)

- Site plan showing the proposed location of the pool or spa, including existing and proposed contours, distances from property lines, and structures on the parcel.
 - Engineered pool or spa plans
 - Structural calculations for engineered design.
 - Electrical and bonding plan.
 - Equipment schedule
 - Pool or Spa safety barrier requirements.
 - Is this project located in the Ogden Valley, and outdoor lighting is a proposed part of the project?
Yes No
 - Project Valuation, including materials and labor
-



Swimming Pools and Spas (Commercial)

- Code Analysis - General Notes plan sheet
 - Site plan showing the proposed location of the pool or spa, including existing and proposed contours, distances from property lines, and structures on the parcel.
 - Engineered pool or spa plans
 - Structural calculations for engineered design.
 - Electrical and bonding plan.
 - Equipment schedule
 - Pool or Spa safety barrier requirements.
 - Is any outdoor lighting being proposed as part of this project (not including below-water pool lighting)?
Yes No
 - Project Valuation, including materials and labor
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Fuel Gas Installations or conversions (Residential)

- Fuel gas diagram showing the proposed work, including: Meter location, system pressure, inlet size, all fuel gas piping lengths, types, and sizes. Appliance demand at each outlet location in BTUs and system total demand in BTUs.
 - Project Valuation, including materials and labor
-



Basement Finish (Residential)

- Floor plan for the area to be finished. Need to label all rooms.
 - Exterior elevations showing the basement floor elevation along with window and door opening sizes and sill heights in relation to finished grade.
 - Need to show basement ceiling height and windowsill heights from the finished basement floor.
 - Structural changes shall require engineering.
 - Need to indicate if the dwelling is connected to sewer service or an onsite wastewater system (septic System)
 - Need to provide square footage for the area being finished.
 - Is this project located in the Ogden Valley?
Yes No
 - Project Valuation, including materials and labor
-



Deck Addition (Residential)

- Engineered deck-framing plans, including:
 - Elevations
 - Footings/Piers
 - Deck framing plans, including: beams, posts, deck joists, deck walking surface, and ledger sizes and types
 - Post, beam, joist, and ledger connection details.
 - Weather barrier and flashing details
 - Roof framing plans for a covered deck, including beams, posts, rafters, or engineered trusses, sheathing, and connection details
 - Guard railings type and specifications.
 - Stair and landing framing plans when applicable.
 - Site Plan, including existing and proposed contours and distances to property lines.
 - Project Valuation, including materials and labor
-



Electrical Permit (Residential)

- Electrical diagram showing the scope of work.
 - Manufacturer's specifications for equipment and gear.
 - Project valuation, including materials and labor.
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Electrical Permit (Commercial)

- Electrical diagram showing the scope of work.
 - Manufacturer's specifications for equipment and gear.
 - Project valuation, including materials and labor.
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Re-roof (Residential)

- Written description stating the scope of work. Including roof type and pitch.
 - Manufacturer's specifications and installation instructions for underlayment and roof coverings.
 - Project valuation, including materials and labor.
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Demolition Permit

- If you have any questions, contact the Building Inspection Department.
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Other

- Please contact the Building Inspection Department for required documents.