Community Development Department
1555 South 800 West Woods Cross, Utah 84087
Phone: 801-292-4421 Fax: 801-292-2225

Woods Cross City Building Division
Hours: 7:30 – 5:30 Monday – Thursday, 7:30 – 11:30 Friday
Phone: 801-292-4421 Email: permits@woodscross.com

ADDITIONS / REMODELS

If you are planning an addition to your home or remodel to all or part of your home, you are required to submit for and obtain a building permit and inspections.

REQUIREMENTS FOR SUBMITTING A PERMIT APPLICATION FOR AN ADDITION OR REMODEL

1. **Site plan** (see sample Site Plan Drawing attached) showing the existing house, property lines, where on the property the addition will be placed and the setbacks
2. **Construction Plans:**
   FOR A REMODEL (see Sample Remodel Diagrams attached)
   FOR AN ADDITION include footing/foundation details, wall and roof details, etc. (see samples Typical Addition Section Diagram, Typical Addition Floor Plan, Typical Addition Floor & Roof Layout attached)
   a. Be sure to label the use of each room.
   b. Hash mark through areas not being finished, such as unfinished storage.
   c. Show all electrical outlets, lights switches, smoke/carbon monoxide detectors.
   d. Show dimensions of each window, each room and of entire area being finished.
   e. Show window well dimensions for all bedrooms (see Emergency Escape diagram for egress requirements, attached).
   f. Show existing areas adjacent to the addition or remodel, mark the use of the existing rooms, identify windows and doors that will be removed (engineering may be required).
   g. Comply with fireblocking requirements for exterior basement walls (see attached Typical Fireblocking Diagram).
   h. Please note: An Accessory Dwelling Unit (ADU) in a basement or addition is allowed with a permit. Check with the City Planning & Zoning Department at (801)292-4421 or permits@woodscross.com for information on how to obtain an ADU Permit.
3. Structural Engineering with engineer's stamp
4. If you are acting as an owner/builder, submit a signed Owner/Builder Certification.

Please be aware that dumpsters and construction materials must not create an obstruction to the public.

Submit signed application and drawings through the **Woods Cross City Inspect Portal**. You will find a link to the portal on the Woods Cross Building Services page

https://www.woodscross.com/building. If you do not already have a City Inspect account, you will be prompted to create one. Once you have created your account you will receive an email with a link to logon to the portal where you can submit your application and supporting documents.

Plan review will take approximately 14 working days from the date that all required information to complete a review has been submitted to the city. All communication regarding your application will be done through the City Inspect Portal. You should be notified via email if there is an important message for you on the portal. You can also check the status of your permit review on the Portal.

Permit Fees are based on the square footage being finished but are not charged until all plan reviews are completed and approved. Permit fees pay for reviews in the office as well as inspections which will need to be done at the property.

Payments for permit fees may be made by phone with Visa, Mastercard, Discover, or electronic check. Call (801)292-4421 and choose City Business/Make a Utility Payment.

Typical Site Plan

Main Building /Addition Setbacks

- Front Yard—25 feet
- Rear Yard—25 feet
- Side Yard—8 feet one side with total of 18 feet for both sides
- Corner Lot Side Yard —20 feet for all buildings on the side adjacent to the street.

Accessory Buildings Required Setbacks

Accessory Buildings shall be:

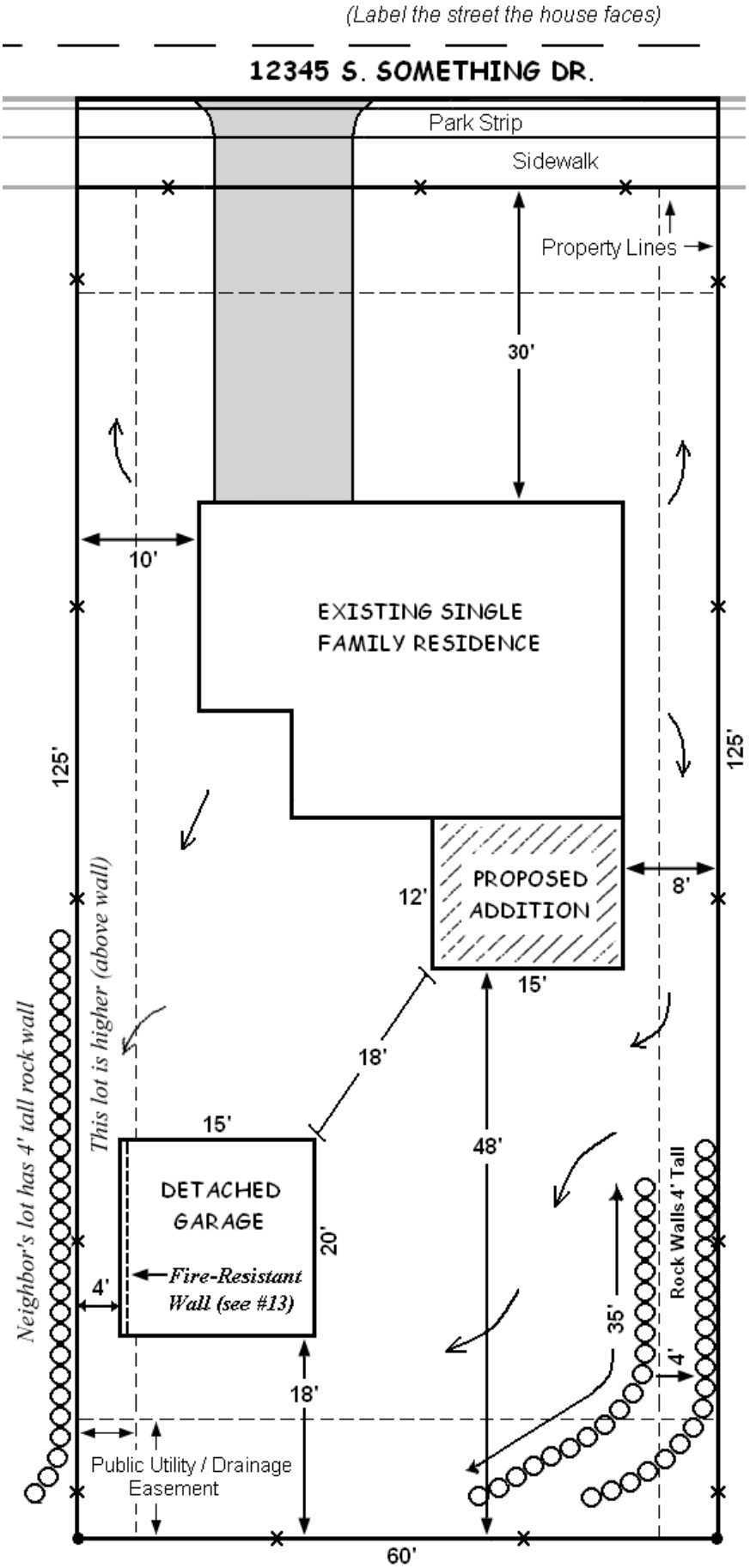
- 3 feet or more in the rear of the main building.
- 1 foot form all property lines.
- 15 feet from dwellings on adjacent lots.

Accessory buildings shall not:

- Be built over utility easements that may run along side and rear property lines.
- Cover more than thirty percent (30%) of the rear yard.

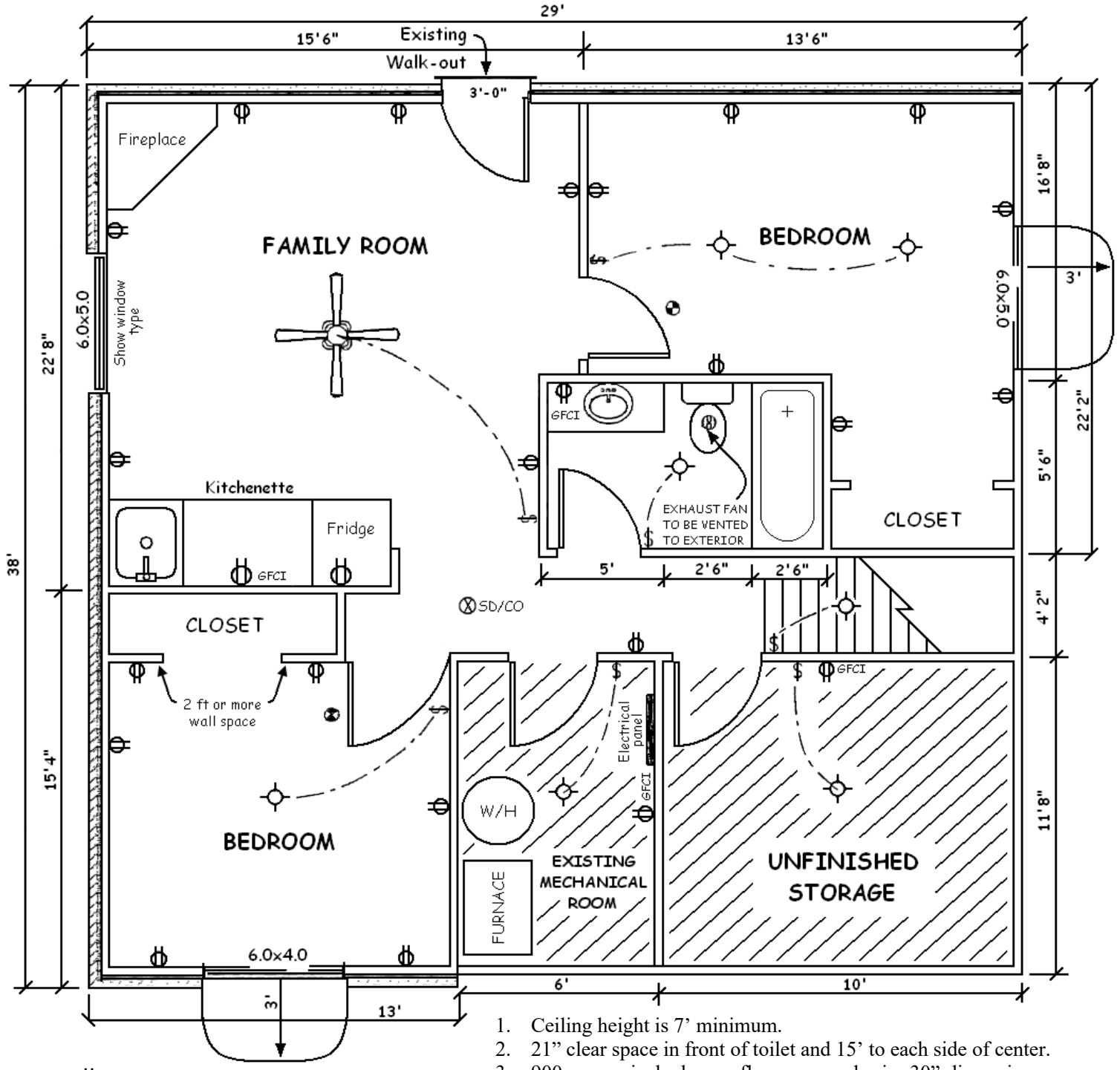
CHECK LIST

- Show dimensions of the property.
- Put address of home on the street the house faces.
- Show names of bordering streets.
- Include north arrow.
- Show dimensions of rear yard.
- Show location and dimensions of all existing and proposed buildings, structures and parking areas.
- Identify the use of all existing and proposed structures including the number of stories.
- Show distance between buildings, and distances from buildings and structures to property lines.
- Show height of main building
- Show height of accessory building from ground to peak of roof.
- Show and identify easements.
- Show all architectural projections including stairs, balconies, porch covers, decks, etc.
- If a structure is closer than 5 feet to the property line, then fire-resistive construction is required. Show a notation on the site plan and details on the construction drawings.
- Show drainage plan using arrows.



Typical for Remodel

Total Sq. Ft. of area being finished: _____



⏀ = Electrical Outlets
✲ = Light Fixture
$ = Light Switch
◒ = Smoke Detector
⊗SD/CO = Combination Carbon Monoxide/Smoke Detector

1. Ceiling height is 7' minimum.
2. 21" clear space in front of toilet and 15' to each side of center.
3. 900 square inch shower floor area and min. 30" dimension on one side. Minimum 22" door with a minimum 24" in front of door.
4. **Tamper resistant** receptacle outlets will be provided so any point along a wall does not exceed 6' distance to an outlet.
5. Small wall sections between doors will have an outlet when 2 feet or wider.
6. Insulation will be at least R-19 in walls. (**Vapor barriers are not allowed over insulation** on foundation walls in basements. Please note this on your plans.)
7. All exterior walls will be **fireblocked** horizontally and vertically in 10' compartments.

--- FOR REFERENCE ONLY ---
This drawing does not necessarily Comply with current building code.

Typical for Remodel

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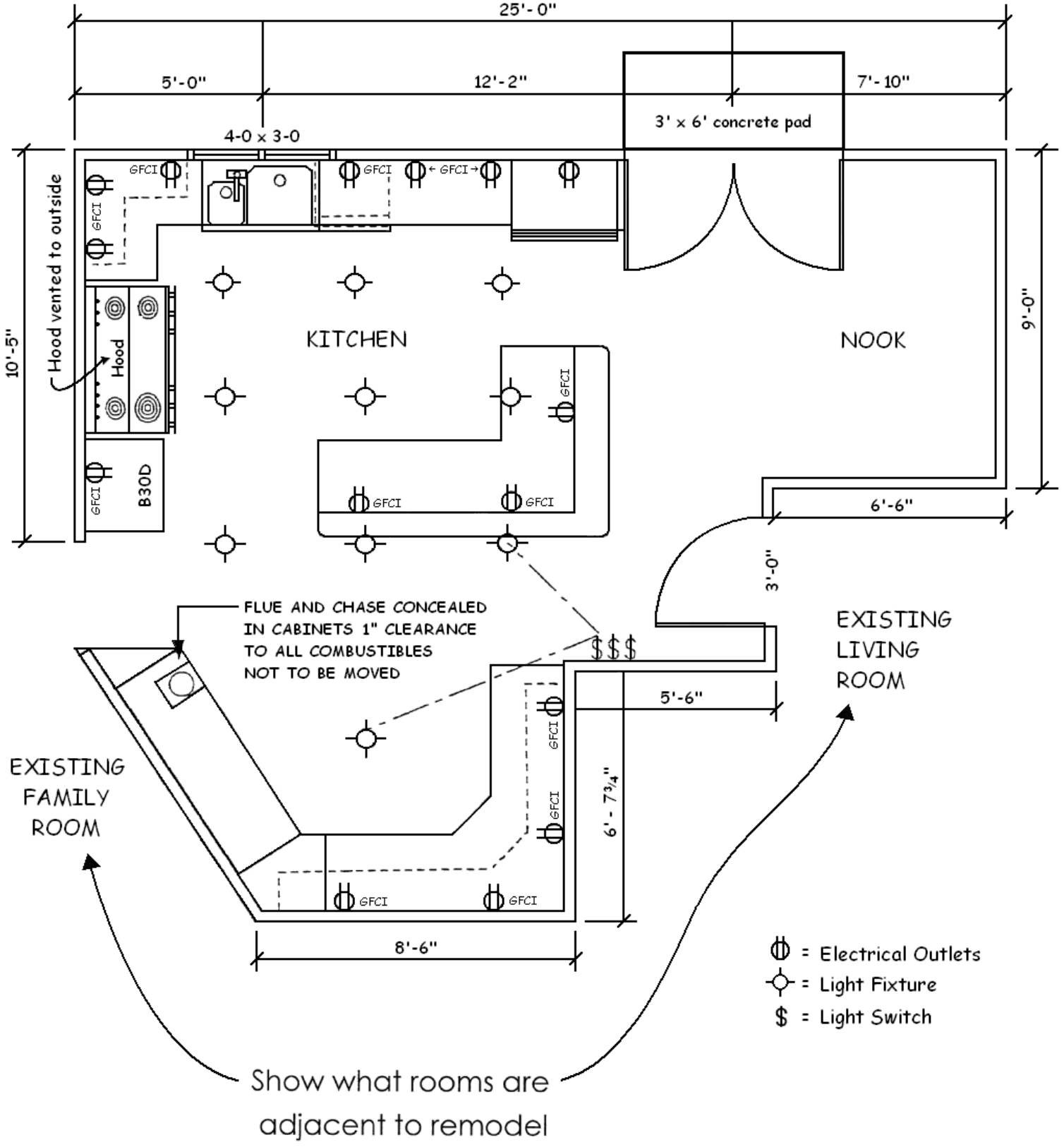
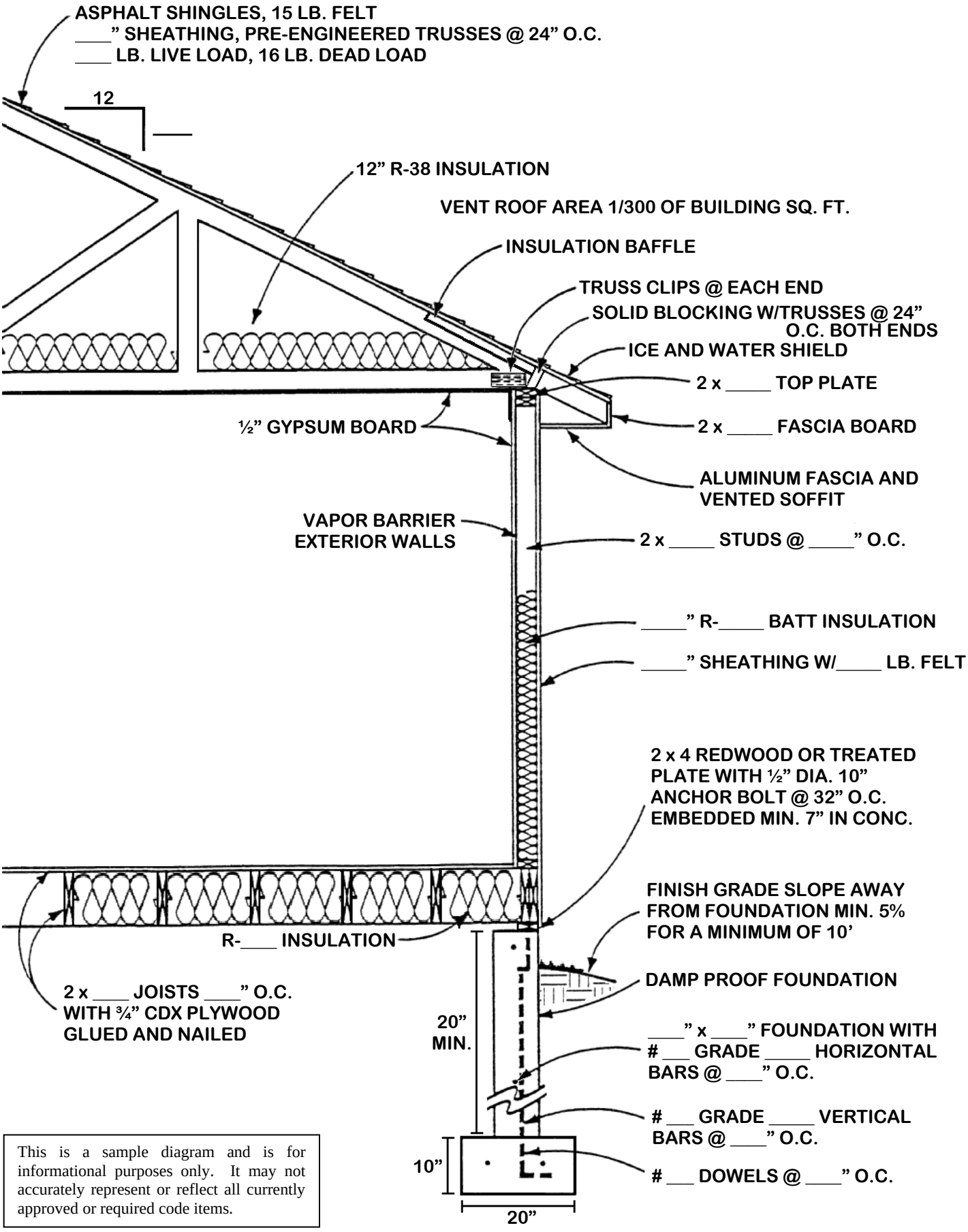
This drawing does not necessarily Comply with current building code.

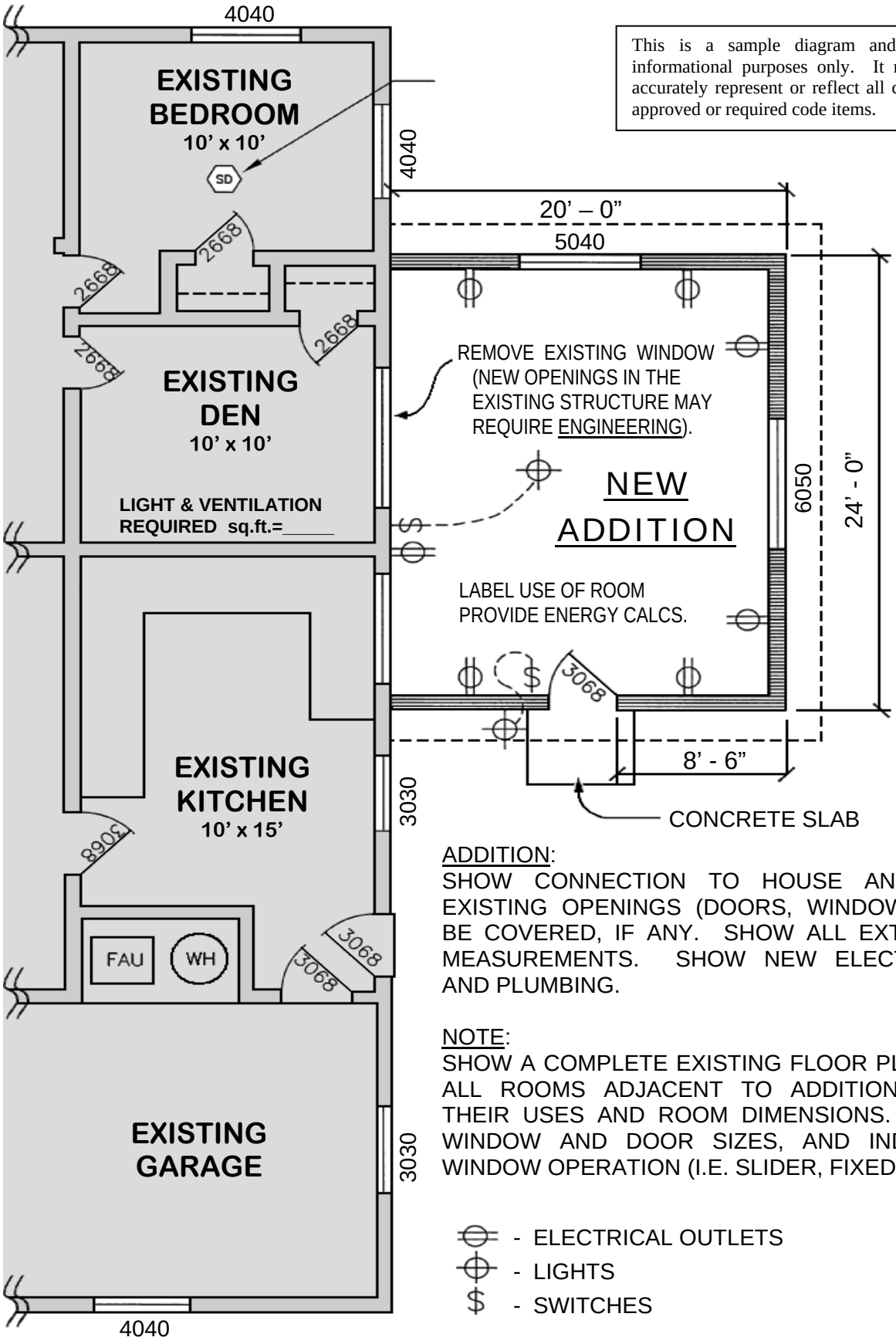


TYPICAL ADDITION SECTION DIAGRAM



This is a sample diagram and is for informational purposes only. It may not accurately represent or reflect all currently approved or required code items.

TYPICAL ADDITION FLOOR PLAN



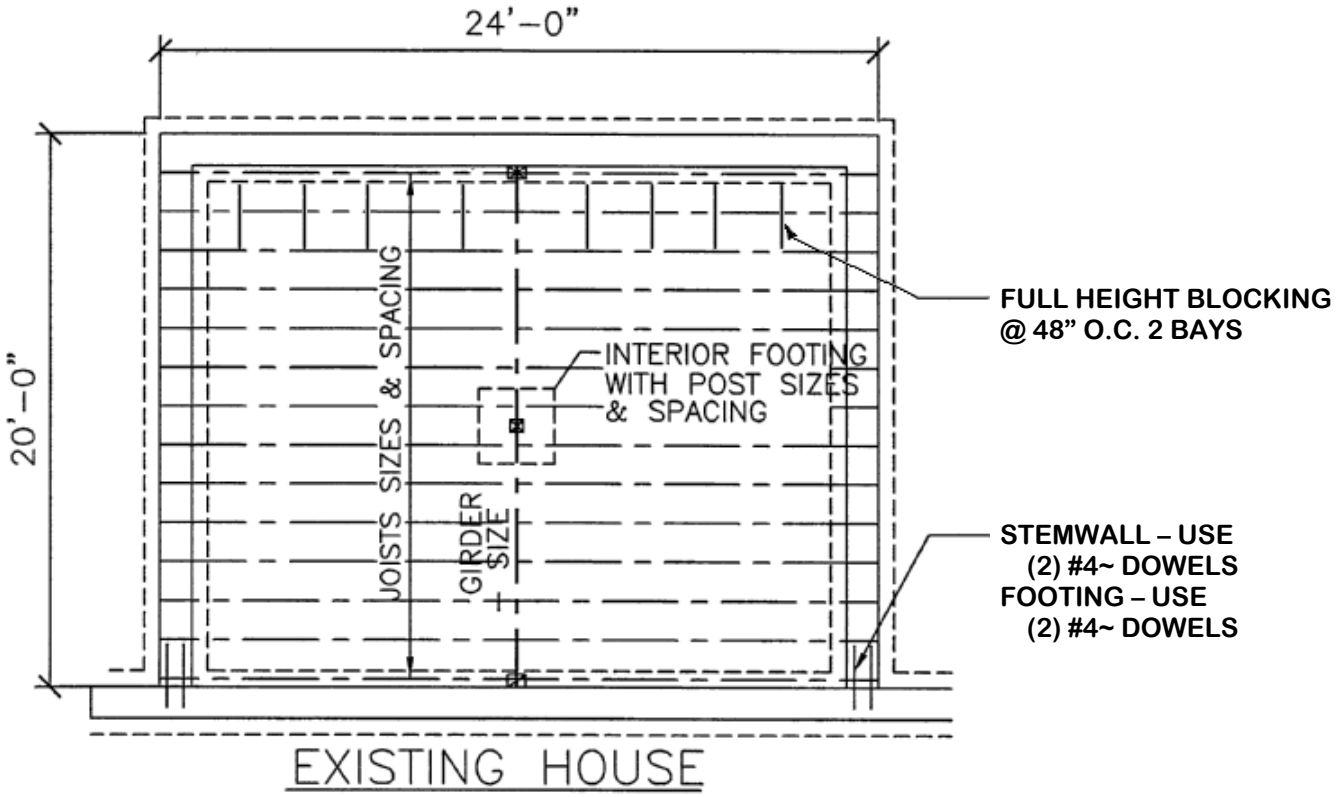
This is a sample diagram and is for informational purposes only. It may not accurately represent or reflect all currently approved or required code items.

ADDITION:
SHOW CONNECTION TO HOUSE AND ALL EXISTING OPENINGS (DOORS, WINDOWS) TO BE COVERED, IF ANY. SHOW ALL EXTERIOR MEASUREMENTS. SHOW NEW ELECTRICAL AND PLUMBING.

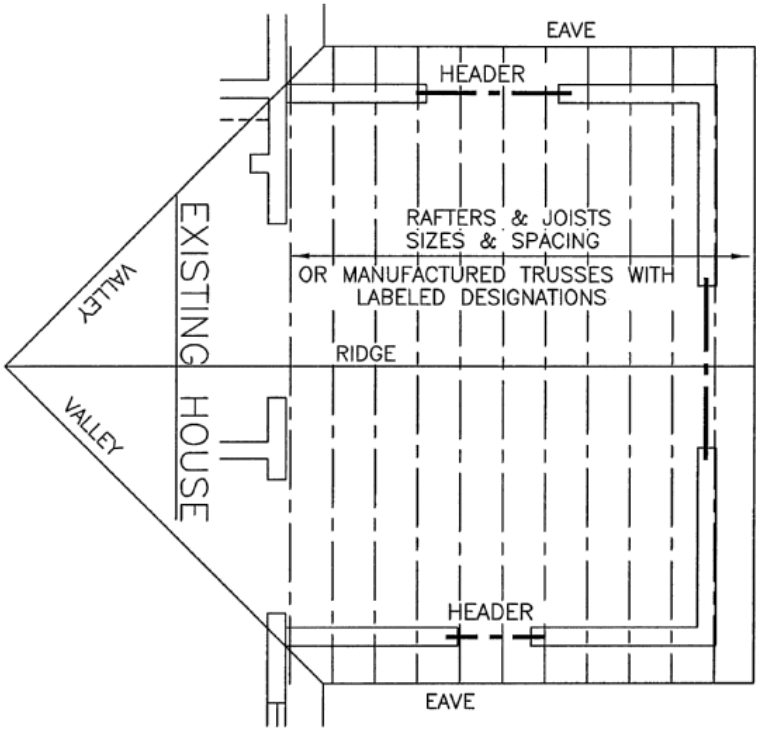
NOTE:
SHOW A COMPLETE EXISTING FLOOR PLAN OF ALL ROOMS ADJACENT TO ADDITION WITH THEIR USES AND ROOM DIMENSIONS. SHOW WINDOW AND DOOR SIZES, AND INDICATE WINDOW OPERATION (I.E. SLIDER, FIXED, ETC.).

- ELECTRICAL OUTLETS
- LIGHTS
$ - SWITCHES

TYPICAL ADDITION FLOOR LAYOUT PLAN



TYPICAL ADDITION ROOF LAYOUT PLAN



1. **SHOW CONNECTIONS TO HOUSE.**
2. **SHOW ALL EXISTING OPENINGS TO REMAIN.**
3. **SHOW ALL EXTERIOR MEASUREMENTS.**
4. **SHOW ALL CONNECTORS.**
5. **SHOW ACCESS AND VENTILATION.**
6. **SHOW RIDGE SIZE AND FRAMING WITH TIE TO EXISTING ROOF.**

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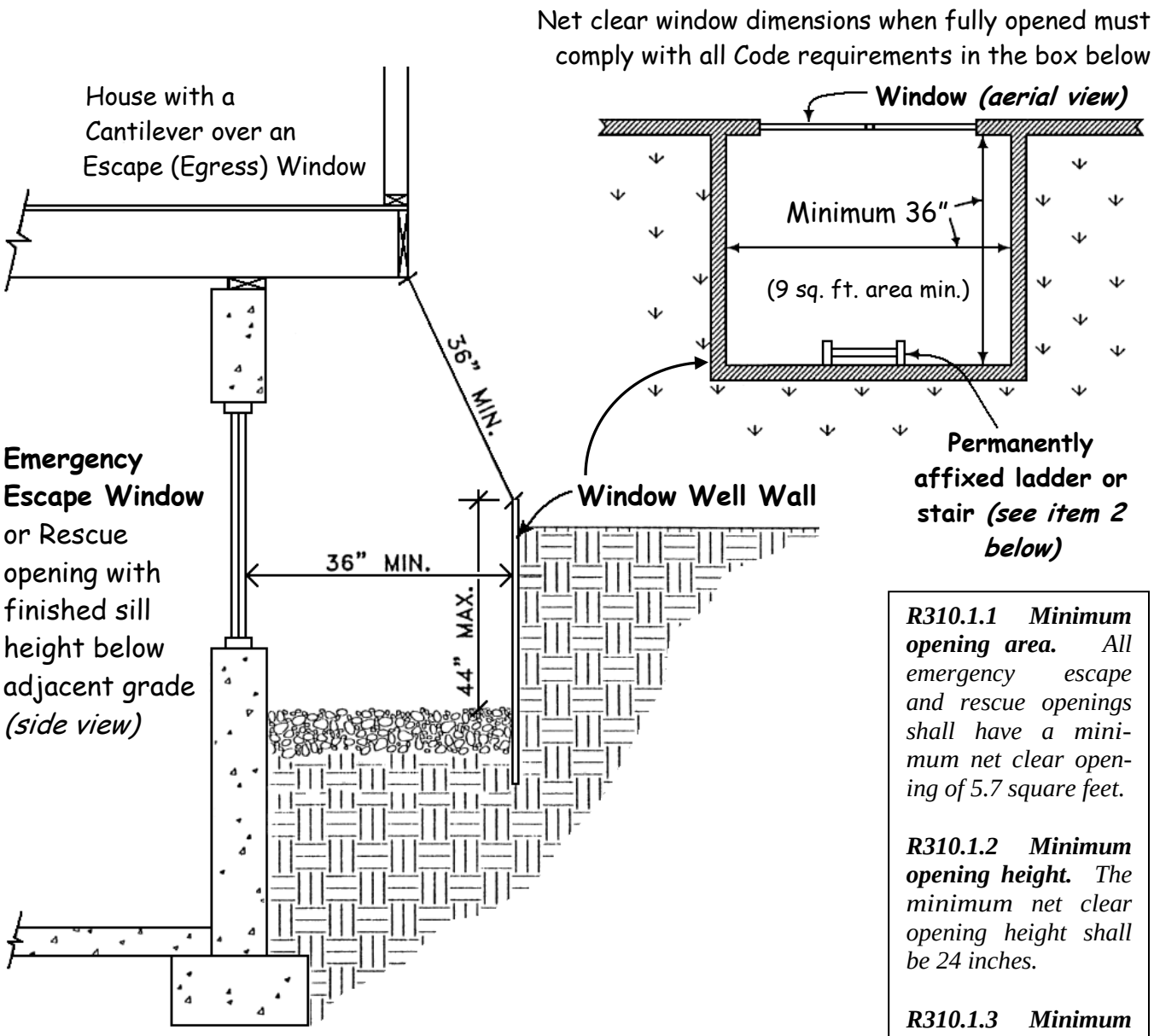
EMERGENCY ESCAPE (EGRESS) WINDOW WITH WINDOW WELL



1. All window wells shall have a minimum distance of 36" from window pane to back of well, and minimum area of 9 sq. ft. ***(R310.2 Window Wells.*** *The minimum horizontal area of the window well shall be 9 square feet, with a minimum horizontal projection and width of 36 inches.)*
2. All window wells with a vertical **depth of more than 44"** shall be equipped with an approved, permanently affixed ladder or stair with a width of at least 12 inches, at least 3 inches (max. 6 inches) from the wall and shall be spaced not more than 18 inches on center vertically for the full height of the well ***(R310.2.1)***.
3. Any grates or domes on window wells require an approved release mechanism.
4. Any house with a cantilever over an emergency escape (egress) window must have a clearance from the cantilever to the top edge of the window well of 36" minimum.

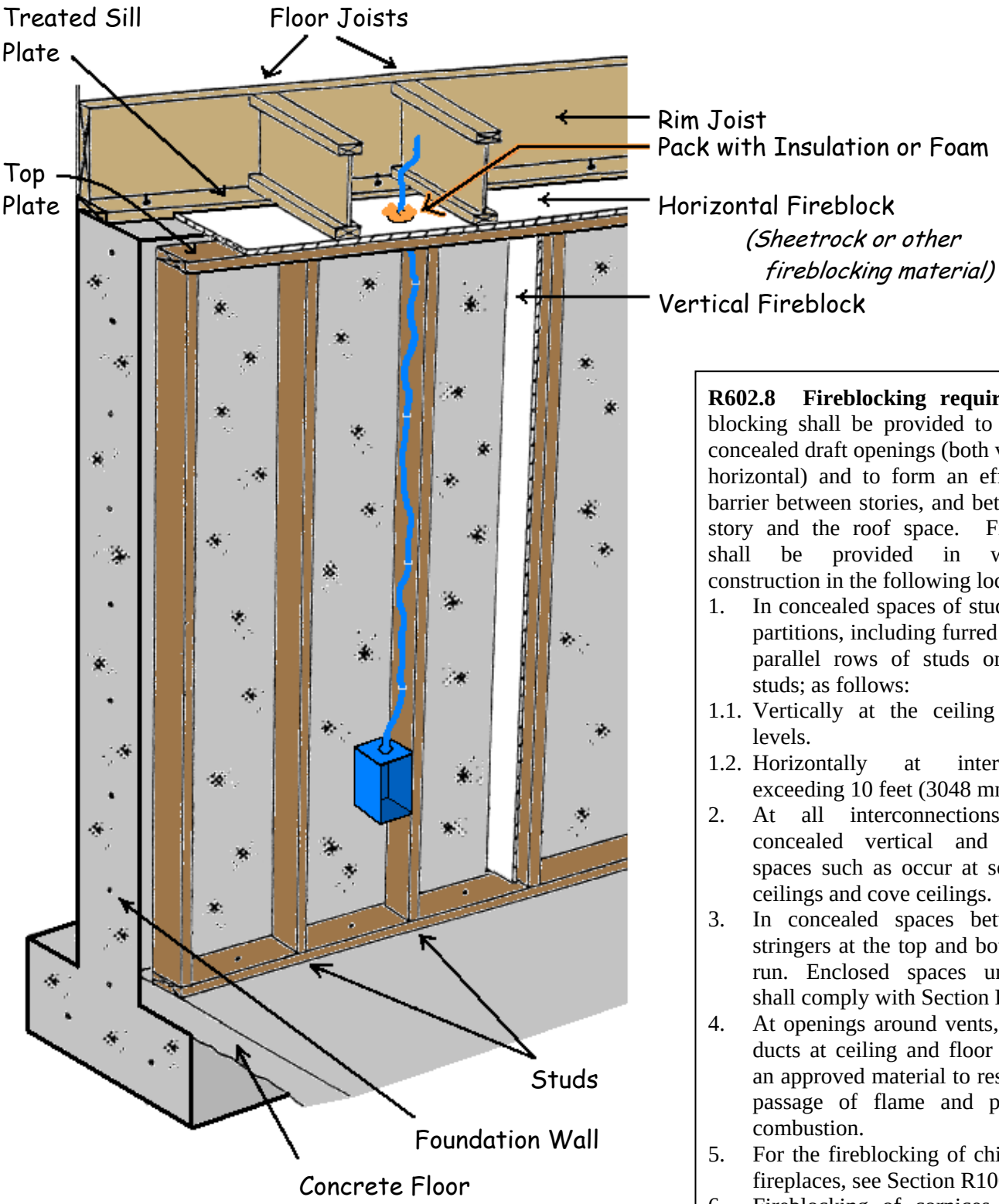
R310.1.1 Minimum opening area. *All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet.*

R310.1.2 Minimum opening height. *The minimum net clear opening height shall be 24 inches.*

R310.1.3 Minimum opening width. *The minimum net clear opening width shall be 20 inches.*

R310.1.4 Operational constraints. *Emergency escape and rescue openings shall be operation from the inside of the room without the use of keys, tools or special knowledge.*

TYPICAL FIREBLOCKING DIAGRAM



R602.8 Fireblocking required. Fireblocking shall be provided to cut off all concealed draft openings (both vertical and horizontal) and to form an effective fire barrier between stories, and between a top story and the roof space. Fireblocking shall be provided in wood-frame construction in the following locations.

1. In concealed spaces of stud walls and partitions, including furred spaces and parallel rows of studs or staggered studs; as follows:

1.1. Vertically at the ceiling and floor levels.

1.2. Horizontally at intervals not exceeding 10 feet (3048 mm).

2. At all interconnections between concealed vertical and horizontal spaces such as occur at soffits, drop ceilings and cove ceilings.
3. In concealed spaces between stair stringers at the top and bottom of the run. Enclosed spaces under stairs shall comply with Section R311.2.2.
4. At openings around vents, pipes, and ducts at ceiling and floor level, with an approved material to resist the free passage of flame and products of combustion.
5. For the fireblocking of chimneys and fireplaces, see Section R1001.16.
6. Fireblocking of cornices of a two-family dwelling is required at the line of dwelling unit separation.

See next page for Fireblocking Materials

R602.8.1 Materials. Except as provided in Section R602.8, Item 4, fireblocking shall consist of 2-inch (51mm) nominal lumber, or two thicknesses of 1-inch (25.4 mm) nominal lumber with broken lap joints, or one thickness of 23/32-inch (19.8 mm) wood structural panels with joints backed by 23/32-inch (19.8 mm) wood structural panels or one thickness of 3/4-inch (19.1 mm) particleboard with joints backed by 3/4-inch (19.1 mm) particleboard, 1/2-inch (12.7 mm) gypsum board, or 1/4-inch (6.4 mm) cement-based millboard. Batts or blankets of mineral wool or glass fiber or other approved materials installed in such a manner as to be securely retained in place shall be permitted as an acceptable fire block. Batts or blankets of mineral or glass fiber or other approved non-rigid materials shall be permitted for compliance with the 10 foot horizontal fireblocking in walls constructed using parallel rows of studs or staggered studs. Loose-fill insulation material shall not be used as a fireblock unless specifically tested in the form and manner intended for use to demonstrate its ability to remain in place and to retard the spread of fire and hot gases.

R602.8.1.1 Unfaced fiberglass. Unfaced fiberglass batt insulation used as fireblocking shall fill the entire cross section of the wall cavity to a minimum height of 16 inches (406 mm) measured vertically. When piping, conduit or similar obstructions are encountered, the insulation shall be packed tightly around the obstruction.

R602.8.1.2 Fireblocking integrity. The integrity of all fireblocks shall be maintained.