

Ivins City
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www.ivins.com
An Equal Opportunity Employer



Mayor Chris Hart
City Council Members:
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Cheyne McDonald
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Ivins City Digital Residential Building Permit Submittals

How to submit plans and apply for a Residential Building Permit via email in Ivins City Utah:

1. Complete **all** forms included in the “Building Permit Packet” and submit them as a PDF attachment via email to: SAllen@ivins.com. The preferred method for the permit application is the “Building Permit – Fill In”. Please fill out the left side of the page as completely as possible.
2. Provide 1 (one) digital set of architectural and structural plans in PDF format and submit as an attachment with the email. Include a site plan, floor plan, roof framing plan, typical wall framing details, elevations, electrical plan, detail sheets and general notes along with a full set of structural plans prepared by a Utah licensed engineer. All plan sheets shall be drawn to minimum ¼ inch scale.
3. Provide a set of structural calculations prepared by a Utah licensed engineer.
4. If applicable submit a set of roof truss plans and calculations including the layout sheet.
5. Provide a complete RES Check for the proposed dwelling.
6. If applicable include approval from the local HOA’s Architectural Control Committee prior to submittal of building plans.

Plans shall include the following:

- Site Plan that shows all dimensions including setbacks, site drainage and locations of easements and utility meters. Include a NORTH arrow on the plan.
- Floor Plan that shows all dimensions, window and door sizes and identifies all room uses.
- Roof Plan that shows roof pitch, framing and/or trusses and attic calculations including the type of attic vents to be installed.
- Elevation Plans that show all wall orientations.
- Electrical Plan that shows the locations of all electrical devices and equipment and includes a legend of symbols used on the plan.
- Structural Plans that include a foundation plan, roof plan, shear wall plan, details sheets and footing, anchor bolt and shear wall nailing schedules.

Please note that the maximum file size is 25 MB. You can send in multiple emails if necessary.

Go to the Ivins City website at www.ivins.com to find the “Building Permit Packet” and “Building Permit – Fill In” forms on the Building & Zoning page

If you have any questions please call Mike Rodriguez or Sharon Allen at (435) 634-9753 or email us at Mrodriguez@ivins.com or Sallen@ivins.com