



## Accessory Apartment Plan Submittal Checklist

Review your plans and be sure each of the following details have been included before submitting for your permit. No work to be done until permit approved and issued and all appropriate fees paid.

### SITE PLAN/PLOT PLAN

Drawings of your lot, drawn to scale, with the following details:

- All buildings and their location on the lot with dimensions to property lines and to each other.
- All off-street parking. In order to comply with the accessory apartment requirements, additional parking may be required to be added. If so, the location of the proposed added areas needs to be shown.
- The location of the outside entrance to the apartment

### BUILDING PLANS:

Full set of plans drawn to scale with the following details:

- Gross floor area by floor
- Scale for all drawings (Recommend: 1.0"=20.0" for plot plan, 1/4"=1'0" for foundation, floor and elevations, 1/2" or 1"=1'0" for details)
- Label walls showing materials to be used, and stud spacing
- Size, span, and support of all new beams & headers (Engineered for appropriate loads if necessary)

### FLOOR PLANS INCLUDE:

- Architectural floor plans including adjoining rooms
- Layout of area of apartment - label all rooms including proposed use in unfinished areas
- Door sizes and their swings are shown
- Window sizes, type (vinyl, wood, metal) and sill height are shown. Identify opening panels (casement, horizontal sliders, etc)
- Wall-to-wall dimensions of all rooms, hallways, etc.
- Ceiling height
- Identify all new and existing construction
- The location of the exterior door
- The location of smoke detectors and carbon monoxide detectors (Note: If the home does not currently have these to meet current code, they will need to be added. Show area of new detectors)

### ELECTRICAL DETAILS:

- Breaker panel location is indicated
- All lights, switches and receptacles are shown
- Label all GFCI outlets as such
- Tamper-resistant outlets shown

### PLUMBING DETAILS:

- Location of all plumbing fixtures, including future fixtures
- Water heater, floor drain, water softener, etc, locations

### MECHANICAL DETAILS:

- Furnace(s) location
- If new furnace to be added, heat loss calculations will need to be provided including duct and vent sizing and layout.
- Location of all below-floor joist duct work and sizes (intrusion into ceiling height)
- Gas line drawing required if any new or additional gas-fire appliances, or any extension of the gas line.
- If baseboard heat will be installed, load calculations verifying that the electrical system is adequate for the additional load and heat loss calculations will be required.

### OCCUPANCY SEPARATION DETAILS

- On the interior doors between the house and apartment, indicate 20-minute rating and self-closing as required.



### ACCESSORY APARTMENT REQUIREMENTS

This list is provided for convenience only. It is a tool for your use to check what would be needed to bring your existing apartment to code so that it could be used as a legal accessory apartment. It is not intended to be all inclusive. Other items may be found upon inspection by the City of Orem. Note that State law changed June 2022 and some of these items have been amended from earlier versions.

### ZONING REQUIREMENTS

- \_\_\_ Apartments can only be built or added in single-family detached homes not located in R-5 Zone, nor in a Planned Residential Development
- \_\_\_ At least three paved or asphalted off-street parking pads need to be provided. At least one of the required spaces must begin behind the front setback lines and no more than one (1) parking stall shall be within the side yard setback adjacent to a street. (See drawings on next page for samples of acceptable locations.)
- \_\_\_ Outside entrance must be properly located (Cannot be facing a street)
- \_\_\_ Owner must live there
- \_\_\_ Owner needs to sign an affidavit that he/she will not rent both units
- \_\_\_ Apartment can only be rented to one family or up to three singles
- \_\_\_ Floor plan must be provided following the guidelines from the Submittal Checklist
- \_\_\_ Site plan must be provided as defined in the Submittal Checklist
- \_\_\_ Apartment must be part of the footprint of the primary structure (home) on the lot

**ADDITIONAL INFORMATION:** 1) If the house is not currently connected to City sewer (i.e. has a septic system), if the sewer main is within 300 feet of your house, you will be required to connect to City sewer. 2) Health Department regulations require a second garbage can be provided for the apartment.

**BUILDING SAFETY REQUIREMENTS** - NOTE: The apartment must be brought up to the current building code requirements and fees paid for building permits - \$100.00 - \$1,000.00 depending on what needs done.

- \_\_\_ BUILDING PERMITS are required for all new, remodel and finish work. In order to receive approval for this apartment, you will be required to get a building permit for all of the construction that was done without approvals, whether finish work or
- \_\_\_ Doors in the common walls to be 20-minute fire-rated and self-closing
- \_\_\_ Egress windows must be provided per code (one for each bedroom) with a minimum opening of 5.7 square feet, when window sill is 44" or more below finish grade. Grade floor openings shall have a minimum net clear opening of 5 square feet. Opening to measure a minimum of 20" wide and 24" high.
- \_\_\_ Window wells for egress windows need to have all minimum dimensions of 36 inches or 24" minimum when installed to earlier code
- \_\_\_ Handrails must be built per code and provided as needed.
- \_\_\_ A smoke detector must be provided in each bedroom and in a hallway or room leading to each bedroom, with a minimum of one on each floor.
- \_\_\_ A carbon monoxide detector must be provided on each level of home
- \_\_\_ All gas-fueled appliances must be provided with the proper amount of air for efficient combustion
- \_\_\_ All clothes dryers must be vented to the exterior of the building.
- \_\_\_ All outlets in bathrooms, outside, garage, in unfinished parts of basement and all outlets on the kitchen countertops need to be protected with a ground-fault-interrupter receptacle or breaker
- \_\_\_ Electrical outlets to be tamper-resistant type
- \_\_\_ Minimum ceiling height must be 7'0"