

## Town of Interlaken Building Permit Submission Requirements

Owners or their agents must obtain building permits for all work EXCEPT:

- Single story detached accessory buildings less than 200 square feet
- Fences less than 6 feet high
- Retaining walls less than 4 feet in height
- Finish work such as painting, tiling, carpeting, cabinets, etc.
- Minor electrical, mechanical or plumbing repairs
- Reroofing projects, providing roof doesn't change total square footage
- Replacing exterior siding or windows, exterior painting, gutter replacement
- Water heater replacements, air conditioning & furnace replacements
- Kitchen appliance replacements

Interlaken has two types of application forms for building:

- Building agreement for a new structure
- Building agreement for additions, remodels, and demolitions

Both of these agreements can be found on the town website:

<http://www.town-of-interlaken.com>

Submissions must include the following:

- Building agreement (one of the two listed above)
- A full set of plans in digital form delivered to Interlaken Town dropbox (see **Required Documents** below)
- Checks for fees and deposits delivered to Interlaken Town (see the **Interlaken Fee Schedule** and **TO Engineers Fee Schedule** to determine amounts)

Contact information for TO Engineers:

<https://to-engineers.com/contact/heber-city>

TO Engineers

Heber City Office

2211 W. 3000 S., Suite B

Heber City, UT 84032

Cameron Brown, PE

435.315.3168

[cbrown@to-engineers.com](mailto:cbrown@to-engineers.com)

Contact information for Interlaken Town:

<http://www.town-of-interlaken.com>

Interlaken Town

P.O. Box 1256

Midway, UT 84049

Bart Smith, Town Clerk

435.565.3812

[interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com)

**Required Documents**

The following documents must be submitted in digital form. Contact the Interlaken Town Clerk for more information.

- Full set of plans  
     Prepare digital plans as follows:  
     Electronically stamped.  
     A complete set as one pdf file. (Architectural & Wet Stamped Structural)  
     Do not submit drawings as separate files.
- Plans must be to scale and on either Arch D 24x36 or Arch E 48x36.  
     When submitting updated (changes) plans, always submit the complete set of plans that contain all pages whether updated or not updated.
- Electronically stamped Structural Calculation Book
- Signed ResCheck
- Manual J Heat Loss and Manual D Duct Design Calculations
- Truss Package, reviewed with a cover letter from the Engineer of Record
- Gas Schematic

The above digital documents should be named as follows for each submittal/review cycle.

<b>File Type</b>	<b>File Name</b>
1. Plans	Complete Plan Set-Including Site Plan
2. Engineering	Structural Engineering Calcs.
3. Gas Line	Gas Schematic
4. Manual J & D Heat loss	Manual J & D-Heat loss
5. Res Check	Res Check-Signed
6. Truss Package Engineer Reviewed	Truss Package Reviewed
7. Wildland Hazard Severity Form*	Wildland Fire
8. Landscape Plan*	Landscape Plan
9. ICC Evaluation Reports	ER (Report Number)
10. Bid/Cost of construction*	Bid-Cost of Construction
11. Fireplace Specifications*	Fireplace Specifications
12. Soils Report	Soils Report
13. Plan Review Response	Plan Review Response

\*If Applicable