

APPLICATION FOR BUILDING PERMIT



**BUILDING PERMIT APPLICATION  
PACKAGE FOR THE TOWN OF  
MANILA**

PLEASE RETURN ALL COMPLETED FILLABLE PAGES OF THE APPLICATION  
ALONG WITH ALL REQUIRED INFORMATION TO THE PLANNING AND  
ZONING SECRETARY LOCATED IN THE MANILA TOWN OFFICE AT LEAST  
EIGHT (8) DAYS PRIOR TO REQUESTING PLANNING AND ZONING APPROVAL.

THE PLANNING AND ZONING BOARD MEET THE FIRST MONDAY OF EVERY  
MONTH IN THE TOWN OF MANILA SENIOR CENTER (145 E. HWY 43)

## APPLICATION FOR BUILDING PERMIT

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## APPLICATION FOR BUILDING PERMIT

**ALL RESIDENTIAL STRUCTURES/ADDITIONS MUST OBTAIN A BUILDING PERMIT. ALL ACCESSORY BUILDINGS OVER 200 SQ. FT. MUST OBTAIN A BUILDING PERMIT. ANY STRUCTURAL MODIFICATIONS TO EXISTING STRUCTURES (IE. ROOFING), REQUIRE A BUILDING PERMIT.**

### 1. BUILDING PERMIT INFO. PACKET

- ALL ITEMS AND FORMS REQUESTED NEED TO BE INCLUDED WITH THE APPLICATION. IF SOMETHING DOES NOT APPLY LIST N/A. FOR MOBILE AND MANUFACTURED HOMES, SUBMIT COPIES OF FLOOR PLANS AND/OR INSTALLATION PLANS ETC. FROM THE MANUFACTURER.

\*DETAILED SITE PLAN MUST BE INCLUDED.

CALCULATED AS PER CURRENT STATE GUIDELINES

- (ALL PERMITS ARE ASSESSED A 1% STATE SURCHARGE IN ADDITION TO THE BUILDING/PLAN CHECK FEES)

### 2. SEWER CONNECTION AND WATER CONNECTION:

- NO BUILDING PERMIT WILL BE APPROVED WITHOUT THE WATER/SEWER CONNECTION VERIFICATION FORM SIGNED BY THE APPROPRIATE PROVIDER AND SUBMITTED WITH THE APPLICATION.

### 3. BASEMENTS:

- ANY PERSON MAKING APPLICATION FOR A BUILDING PERMIT WHICH INCLUDES A BASEMENT NEEDS TO BE AWARE THAT THE LATERAL SEWER LINES ARE THE PROPERTY OWNERS' RESPONSIBILITY. IF ANY LINE IS NOT INSTALLED DEEP ENOUGH TO PROVIDE SERVICE TO A BASEMENT IT IS THE PROPERTY OWNERS RESPONSIBILITY TO INSTALL ANY EQUIPMENT (PUMPS, ETC.) WHICH MAY BE NEEDED TO ACCESS THE SEWER LINE.

### 4. MOBILE AND MANUFACTURED HOMES:

- NEED TO OBTAIN A COPY OF THE "MANUFACTURED HOME SET-UP REQUIREMENTS". ANY QUESTIONS REGARDING THESE REQUIREMENTS SHOULD BE DIRECTED TO THE BUILDING INSPECTOR. FOOTING AND FOUNDATION DETAILS MUST BE INCLUDED.

### 5. SNOW AND WIND LOAD REQUIREMENTS:

SNOW: 30 LBS.      GROUND SNOW: 43 LBS

WIND: 80 MPH      SEISMIC:      ZONE C: FROST DEPTH: 36"

## **APPLICATION FOR BUILDING PERMIT**

### **BUILDING PERMIT INFORMATION**

IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO VERIFY THE EXISTENCE AND LOCATION OF ALL RECORDED OR IMPLIED EASEMENTS PRIOR TO CONSTRUCTION. NO STRUCTURE SHALL BE PLACED IN ANY EASEMENT UNLESS SPECIFICALLY AUTHORIZED BY THE EASEMENT HOLDER.

BEFORE A BUILDING PERMIT CAN BE ISSUED, THE FOLLOWING ITEMS MUST BE SUBMITTED:

- A.** DETAILED SITE-PLAN. NEEDS TO INCLUDE:
  - 1. DIRECTIONS OF NORTH POINT.
  - 2. LOT LINES TOGETHER WITH ADJACENT STREETS, ROADS AND RIGHT-OF-WAY.
  - 3. LOCATION OF ALL EXISTING STRUCTURES, EASEMENTS ON SUBJECT PROPERTY. (COMPLETELY DIMENSIONED, INCLUDING UTILITY LINES, POLES, ECT.)
  - 4. LOCATION OF PROPOSED CONSTRUCTION AND IMPROVEMENTS, INCLUDING THE LOCATION OF ALL SIGNS.
  - 5. MOTOR VEHICLE ACCESS, INCLUDING INDIVIDUAL PARKING STALLS, CIRCULATION PATTERNS, CURB, GUTTER, AND SIDEWALK LOCATION. .
  - 6. NAME, ADDRESS, AND TELEPHONE NUMBER OF BUILDER AND OWNER.
  - 7. ANY NECESSARY EXPLANATORY NOTES.
  - 8. PLAT PLAN FROM DAGGETT COUNTY RECORDER'S OFFICE. ONE SET NEEDS TO GO TO THE CONTRACTOR/OWNER, AND ONE SET GOES INTO THE TOWN OF MANILA OFFICE FILE.
    - LOT OF RECORD/ LEGAL DESCRIPTION IS REQUIRED (CAN BE FOUND ON DEED)
- 9. ALL OTHER INFORMATION THAT MAY BE REQUIRED AS DETERMINED BY THE BUILDING INSPECTOR AND/OR DEPUTY CLERK.
- B.** AUTHORIZATION FROM THE MANILA PLANNING AND ZONING COMMISSION STATING THAT ALL ZONING AND SET-BACK REQUIREMENTS HAVE BEEN MET. (THE DEPUTY CLERK'S OFFICE WILL SUBMIT THE BUILDING PERMIT APPLICATION TO PLANNING AND ZONING AFTER ALL INFORMATION HAS BEEN RECEIVED.)
- C.** WATER / SEWER CONNECTION, OR WASTEWATER PERMIT VERIFICATION FORM.
- D.** TWO (2) SETS OF PLANS NEED TO BE SUBMITTED WITH THE APPLICATION. ONE ELECTRONIC SET GOES TO THE BUILDING INSPECTOR, AND ONE SET REMAINS IN THE TOWN OFFICE FILE. EACH SET OF PLANS NEEDS TO INCLUDE THE FOLLOWING (WHERE APPLICABLE):
  - 1. FRONT, REAR, RIGHT AND LEFT SIDE VIEWS WITH THE HEIGHT OF BUILDING.
  - 2. FRAMING OF WALLS AND FLOORS. (VIEWS)
  - 3. SIZE OF ALL BEAMS OVER 6' LONG.
  - 4. FIREPLACE – VIEW OF TYPE OF WOOD STOVE.

## **APPLICATION FOR BUILDING PERMIT**

5. FLOOR PLANS WITH ALL WINDOW AND DOOR OPENINGS.
  6. ROOF FRAMING PLANS.
  7. ELECTRICAL, PLUMBING, AND MECHANICAL, WITH HEAT LOSS CALCULATION.  
(RESCHECK)
  8. FOOTING AND FOUNDATIONS. THIS INCLUDES MOBILE AND MODULAR HOMES.  
\*(SEE ADDITIONAL INFORMATION)  
\* SET-UP REQUIREMENTS FOR MODULAR AND MANUFACTURED HOMES)
- E.** PROJECTS NOT STARTED WITHIN 180 DAYS OF THE ISSUANCE OF PERMIT MUST CONTACT THE BUILDING INSPECTOR FOR AN EXTENSION OF 180 DAYS.

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### **LOW DENSITY RESIDENTIAL: ARTICLE 10, SECTION 1003**

- 1.** Each newly created legal parcel shall have a minimum area of 10,000 square feet.
- 2.** The minimum average width for any lot shall be 60 feet.
- 3.** The minimum depth of the front yard for a main building shall be 20 feet for lots not to exceed nine thousand (9,000) square feet, and 25 feet for lots above nine thousand (9,000) square feet.
- 4.** On corner lots, if the rear yard abuts the side yard of another lot, no structure shall be closer than 6 feet to the rear property line.
- 5.** The minimum depth for the rear yard for the main building shall be 10 feet; and for accessory buildings, shall be 6 feet. However, on corner lots, the minimum rear yard depth shall be 6 feet; and if a corner lot abuts the side yard of another lot, no structure shall be closer than 6 feet to the rear property line.
- 6.** The minimum side yard for any dwelling or a private unattached garage shall be 6 feet. Attached garages are considered part of the main building. Other accessory buildings shall have a minimum side yard of 6 feet.
- 7.** On corner lots, a street side yard which faces a street, for both main and accessory buildings, shall be not less than 15 feet.
- 8.** The maximum height for a primary residence shall be 25 feet. Building height is measured from the average grade either to the mean height level between the eaves and ridge of a gable, hip, mansard, or gambrel roof or to the highest point of roof surface, regardless of roof type.
- 9.** The maximum coverage for any lot for buildings and structures shall not exceed 50 percent.
- 10.** Lots can have a maximum fence height of 6 feet along the side and rear property lines. Fences shall be no higher than 4 feet in front of a main building, except on corner lots where the 4 feet maximum applies from the building setback forward.

## **APPLICATION FOR BUILDING PERMIT**

### **MEDIUM DENSITY RESIDENTIAL: ARTICLE 11, SECTION 1103**

- 1.** Each newly created legal parcel shall have a minimum area of 8,000 square feet.
- 2.** The minimum average width for any lot shall be 60 feet.
- 3.** The minimum depth of the front yard for a main building shall be 20 feet for lots not to exceed nine thousand (9,000) square feet, and 25 feet for lots above nine thousand (9,000) square feet.
- 4.** On corner lots, if the rear yard abuts the side yard of another lot, no structure shall be closer than 6 feet to the rear property line.
- 5.** The minimum depth for the rear yard for the main building shall be 10 feet; and for accessory buildings, shall be 6 feet. However, on corner lots, the minimum rear yard depth shall be 6 feet; and if a corner lot abuts the side yard of another lot, no structure shall be closer than 6 feet to the rear property line.
- 6.** The minimum side yard for any dwelling or private unattached garage shall be 6 feet. Attached garages are considered part of the main building. Other accessory buildings shall have a minimum side yard of 6 feet.
- 7.** On corner lots, a side yard which faces on a street, for both main and accessory buildings, shall be not less than 15 feet.
- 8.** The maximum height for all buildings and structures shall be 25 feet. Building height is measured from the average grade either to the mean height level between the eaves and ridge of a gable, hip, mansard, or gambrel roof or to the highest point of roof surface, regardless of roof type.
- 9.** The maximum coverage for any lot for buildings and structures shall not exceed 50 percent.
- 10.** Lots can have a maximum fence height of 6 feet along the side and rear property lines. Fences shall be no higher than 4 feet in front of a main building, except on corner lots.

**For Commercial-General and Central-Development please see our ordinance book located at the Town Office or on the Towns website.**

## APPLICATION FOR BUILDING PERMIT

### REQUIRED INSPECTIONS

PLEASE ALLOW AT LEAST 24 HOURS NOTICE. INSPECTIONS ARE CONDUCTED ON MONDAYS. PLEASE PLAN ACCORDINGLY

#### **IT IS THE PERMIT HOLDERS' RESPONSIBILITY TO CONTACT THE BUILDING INSPECTOR TO SCHEDULE INSPECTIONS**

R109.3 IT SHALL BE THE DUTY OF THE PERMIT HOLDER OR THEIR AGENT TO NOTIFY THE BUILDING OFFICIAL THAT SUCH WORK IS READY FOR INSPECTION. IT SHALL BE THE DUTY OF THE PERSON REQUESTING ANY INSPECTIONS REQUIRED BY THIS CODE TO PROVIDE ACCESS TO AND MEANS FOR INSPECTION OF SUCH WORK.

WORK SHALL NOT BE DONE BEYOND THE POINT INDICATED IN EACH SUCCESSIVE INSPECTION WITHOUT FIRST OBTAINING THE APPROVAL OF THE BUILDING OFFICIAL. THE BUILDING OFFICIAL, UPON NOTIFICATION, SHALL MAKE THE REQUESTED INSPECTIONS AND SHALL EITHER INDICATE THE PORTION OF THE CONSTRUCTION THAT IS SATISFACTORY AS COMPLETED, OR SHALL NOTIFY THE PERMIT HOLDER OR HIS AGENT WHEREIN THE SAME FAILS TO COMPLY WITH THIS CODE. ANY PORTIONS THAT DO NOT COMPLY SHALL BE CORRECTED AND SUCH PORTION SHALL NOT BE COVERED OR CONCEALED UNTIL AUTHORIZED BY THE BUILDING OFFICIAL.

#### **IT IS THE OWNER'S RESPONSIBILITY TO CALL BLUE STAKES BEFORE ANY DIGGING.**

#### **THE FOLLOWING INSPECTIONS ARE REQUIRED:**

A SITE INSPECTION IS REQUIRED TO ENSURE THAT ALL SETBACKS ARE ACCORDING TO THE SITE PLAN PROVIDED.

**R109.1.1 – FOOTING, FOUNDATION** – INSPECTION OF THE FOUNDATION SHALL BE MADE AFTER POLES OR PIERS ARE SET OR TRENCHES OR BASEMENT AREAS ARE EXCAVATED AND ANY REQUIRED FORMS ERECTED AND ANY REQUIRED REINFORCING STEEL IS IN PLACE AND SUPPORTED PRIOR TO THE PLACING OF CONCRETE. THE FOUNDATION INSPECTION SHALL INCLUDE EXCAVATIONS FOR THICKENED SLABS INTENDED FOR THE SUPPORT OF BEARING WALLS, PARTITIONS, STRUCTURAL SUPPORTS, OR EQUIPMENT AND SPECIAL REQUIREMENTS FOR WOOD FOUNDATION.

**R109.1.2 – PLUMBING, MECHANICAL, GAS, AND ELECTRICAL SYSTEMS** – ROUGH INSPECTION OF PLUMBING, MECHANICAL, GAS, AND ELECTRICAL SYSTEMS SHALL BE MADE PRIOR TO COVERING OR CONCEALMENT, BEFORE FIXTURES OR APPLIANCES ARE SET OR INSTALLED, AND PRIOR TO FRAMING INSPECTION.

**EXCEPTIONS:** BACK FILLING OF GROUND-SOURCE HEAT PUMP LOOP SYSTEMS TESTED IN ACCORDANCE WITH SECTION M2105.1 PRIOR TO INSPECTION SHALL BE PERMITTED.

**R109.1.3 – FLOODPLAIN INSPECTION** – FOR CONSTRUCTION IN AREAS PRONE TO FLOODING AS ESTABLISHED BY TABLE R301.2(1), UPON PLACEMENT OF THE LOWEST

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FLOOR, INCLUDING BASEMENTS, AND PRIOR TO FURTHER VERTICAL CONSTRUCTION, THE BUILDING OFFICIAL SHALL REQUIRE SUBMISSION OF DOCUMENTATION, PREPARED AND SEALED BY A REGISTERED DESIGN PROFESSIONAL, OF THE ELEVATION OF THE LOWEST FLOOR, INCLUDING BASEMENTS.

**R109.1.4 – FRAME AND MASONRY INSPECTION** – INSPECTIONS OF FRAMING AND MASONRY CONSTRUCTION SHALL BE MADE AFTER THE ROOF, MASONRY, ALL FRAMING, FIRE STOPPING, DRAFT STOPPING, AND BRACING ARE IN PLACE. AND, AFTER THE PLUMBING, MECHANICAL, AND ELECTRICAL ROUGH INSPECTIONS ARE APPROVED.

**R109.1.5** – IN ADDITION TO THE INSPECTIONS CALLED FOR ABOVE, THE BUILDING OFFICIAL MAY MAKE OR REQUIRE ANY OTHER INSPECTIONS TO ASCERTAIN COMPLIANCE WITH THIS CODE AND OTHER LAWS ENFORCED BY THE BUILDING OFFICIAL.

**R109.1.6 – FINAL INSPECTIONS** – FINAL INSPECTION SHALL BE MADE AFTER THE PERMITTED WORK IS COMPLETE AND PRIOR TO OCCUPANCY.

**\*\*\*\*SPECIAL INSPECTIONS ARE REQUIRED FOR FIRE-RESISTANCE-RATED, REINFORCED, MASONRY, INSULATING CONCRETE, AND CONVENTIONALLY FORMED CONCRETE WALLS,\*\*\***

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### **BUILDING PERMIT CONTACT LIST**

ANY QUESTIONS REGARDING BUILDING REQUIREMENTS, SET BACKS, ZONING, OR INFORMATION REGARDING WASTEWATER / SEWER OR CULINARY WATER SHOULD BE DIRECTED TO THE FOLLOWING:

**- MANILA PLANNING & ZONING:**

- SECRETARY 1-435-784-3143

**-TOWN OF MANILA: (CULINARY WATER / SEWER)**

- PUBLIC WORKS: 1-435-778-0038

**-BUILDING INSPECTOR:**

- RESIDENTIAL/COMMERCIAL INSPECTOR: 1-435-219-7545 (MATT TATE)

## APPLICATION FOR BUILDING PERMIT

### BUILDING PERMIT APPLICATION WORKSHEET

#### ALL FIELDS ARE REQUIRED

1. \*DATE OF APPLICATION: \_\_\_\_\_
2. \*DATE WORK STARTS: \_\_\_\_\_
3. \*APPLICANT NAME: \_\_\_\_\_
4. \*LOT NUMBER: \_\_\_\_\_ \*ZONING: \_\_\_\_\_ \*PARCEL NUMBER: \_\_\_\_\_
5. \*BUILDING ADDRESS: \_\_\_\_\_
6. \*SETBACKS: FRONT \_\_\_\_\_ SIDE \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_
7. \*HEIGHT OF BUILDING: \_\_\_\_\_
- \*SQUARE FOOTAGE COVERED: \_\_\_\_\_ (THIS INCLUDES STRUCTURES OVER 200 SQUARE FEET)

8. \*COST OF CONSTRUCTION: \_\_\_\_\_

9. \*TYPE OF BUILD: (CIRCLE ONE)

|                    |       |            |            |           |        |
|--------------------|-------|------------|------------|-----------|--------|
| SINGLE FAMILY HOME | CONDO | COMMERCIAL | APARTMENTS | TOWNHOMES | OTHER: |
|--------------------|-------|------------|------------|-----------|--------|

10. \*TYPE OF BUILD PROCESS: (CIRCLE ONE)

|     |          |       |          |        |
|-----|----------|-------|----------|--------|
| NEW | ADDITION | ALTER | DEMOLISH | OTHER: |
|-----|----------|-------|----------|--------|

11. \*OWNER OF PROPERTY : \_\_\_\_\_ \*PHONE: \_\_\_\_\_

- \*MAILING ADDRESS: \_\_\_\_\_

12. \*ARCHITECT/ENGINEER: \_\_\_\_\_ \*PHONE: \_\_\_\_\_

- \*MAILING ADDRESS: \_\_\_\_\_

13. \*GENERAL CONTRACTOR: \_\_\_\_\_ \*PHONE: \_\_\_\_\_

- \*BUSINESS ADDRESS: \_\_\_\_\_

- \*STATE LIC. NO.: \_\_\_\_\_ \*CITY LIC. NO.: \_\_\_\_\_

14. \*ELEC. CONTRACTOR: \_\_\_\_\_ \*PHONE: \_\_\_\_\_

- \*BUSINESS ADDRESS: \_\_\_\_\_

- \*STATE LIC. NO. : \_\_\_\_\_ \*CITY LIC. NO: \_\_\_\_\_

15. \*PLUMBING CONTRACTOR: \_\_\_\_\_ \*PHONE: \_\_\_\_\_

- \*BUSINESS ADDRESS: \_\_\_\_\_

- \*STATE LIC. NO. : \_\_\_\_\_ \*CITY LIC. NO: \_\_\_\_\_

16. \*MECHANICAL CONTRACTOR: \_\_\_\_\_ \*PHONE: \_\_\_\_\_

- \*BUSINESS ADDRESS: \_\_\_\_\_

- \*STATE LIC. NO. : \_\_\_\_\_ \*CITY LIC. NO: \_\_\_\_\_

17. \*OTHER CONTRACTORS/NOTES:

\_\_\_\_\_

## APPLICATION FOR BUILDING PERMIT

\* SEE NEXT PARAGRAPH FOR MORE INFO: \*

**\*PLEASE NOTE THAT CONTRACTORS STATE LICENSE NUMBER AND CITY/COUNTY BUSINESS LICENSE NUMBER MUST BE INCLUDED, OR A PERMIT WILL NOT BE ISSUED. IF YOU ARE USING A GENERAL CONTRACTOR AND ARE DOING THE WORK YOURSELF, PLEASE LIST "SELF" AS THE CONTRACTOR.**

### ZONING APPROVAL

#### **ONLY PLANNING & ZONING COMPLETE:**

SETBACK REQUIREMENTS:

MAIN DWELLING: FRONT YARD \_\_\_\_\_ REAR YARD \_\_\_\_\_ SIDE YARDS \_\_\_\_\_ ACCESSORY  
BUILDING: FRONT YARD \_\_\_\_\_ REAR YARD \_\_\_\_\_ SIDE YARDS \_\_\_\_\_

BUILDING HEIGHT: \_\_\_\_\_

BY SIGNING THIS FORM, I CERTIFY THAT I HAVE EXAMINED THE ENCLOSED PLOT PLAN AND HAVE DETERMINED THAT IT MEETS ALL ZONING AND SETBACK REQUIREMENTS OF THE MANILA TOWN PLANNING & ZONING BOARD IN REGARDS TO THE BUILDING PERMIT BEING ISSUED TO THE APPLICANT ABOVE.

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ (IF DENIED, EXPLAIN)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MEETING DATE \_\_\_\_\_

DATED \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## APPLICATION FOR BUILDING PERMIT

### WATER / SEWER CONNECTION VERIFICATION FORM

THE FOLLOWING APPLICANT IS APPLYING FOR A BUILDING PERMIT. BEFORE THE PERMIT CAN BE ISSUED, THE WATER AND/OR SEWER SERVICE PROVIDER MUST SIGN THIS FORM INDICATING THAT PLANS HAVE BEEN SUBMITTED AND REVIEWED (IF APPLICABLE) AND THAT ALL FEES ASSOCIATED WITH THIS CONNECTION HAVE BEEN PAID OR SATISFACTORY ARRANGEMENTS HAVE BEEN MADE TO THE PROVIDER.

APPLICANT \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

PARCEL NUMBER \_\_\_\_\_

OTHER NOTES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### ADMIN DOES FOLLOWING:

TOWN OF MANILA WATER / SEWER DISTRICT:

WATER CONNECTION APPROVED & FEES PAID

YES \_\_\_\_\_ NO \_\_\_\_\_

SEWER CONNECTION APPROVED & FEES PAID

YES \_\_\_\_\_ NO \_\_\_\_\_

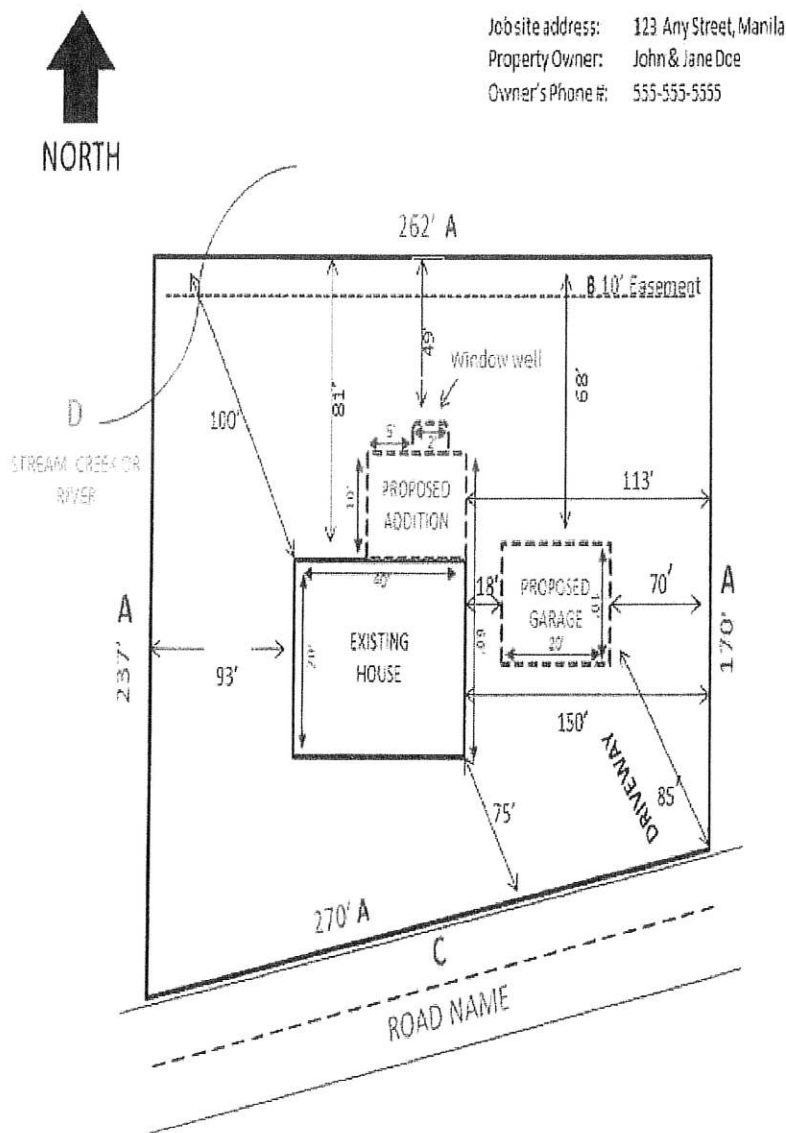
\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

## APPLICATION FOR BUILDING PERMIT

**\*\*\*PLEASE CLARIFY PLOT LAYOUT PRINT/DRAWING WITH MANILA PLANNING AND ZONING SECRETARY 8 DAYS PRIOR TO MEETING, EXAMPLES MAY BE PROVIDED\*\*\***

### SAMPLE PLOT MAP [8 ½ X 11]



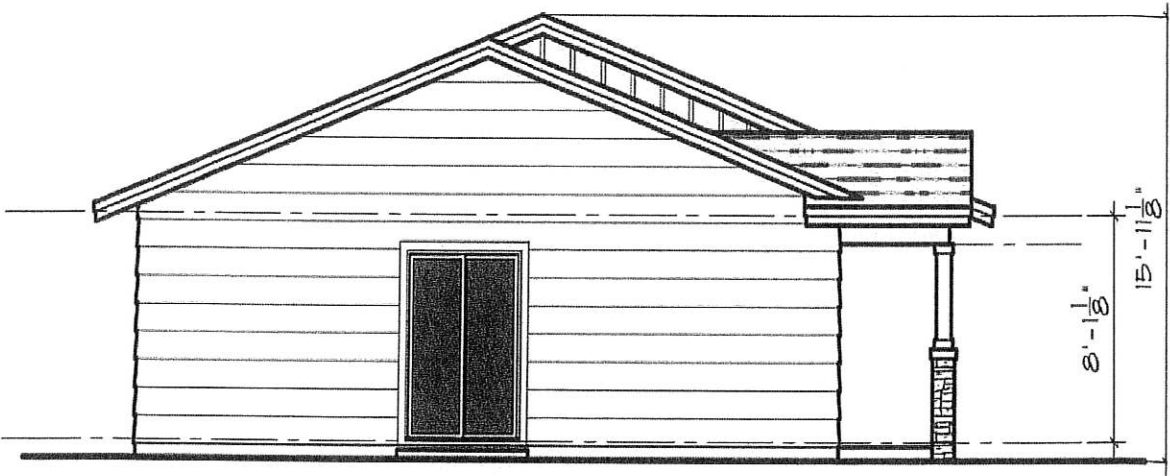
### CHECK LIST

- North Arrow
- Plot Plan Scale
- Property Owner Info
- Parcel No. & Zoning
- A Property Dimensions
- B Easements
- C Roads and Streets
- D Stream, Creek or River
- ✓ Existing Buildings
- ✓ Proposed Buildings
- ↕ Use Arrows to show distance from buildings to setbacks
- Use solid lines to indicate existing structures
- Use dotted lines to indicate Proposed structures

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REAR ELEVATION



SIDE ELEVATION

# APPLICATION FOR BUILDING PERMIT



## UTAH DEPARTMENT OF COMMERCE

### Division of Professional Licensing

Bureau of Investigations  
169 E 300 S  
PO Box 146741  
Salt Lake City UT 84114-6741  
Email to: [mailto:deptrech@utah.gov](mailto:mailto:deptrech@utah.gov)  
or Fax to 801-530-6301

#### OWNER / BUILDER CERTIFICATION AGREEMENT TO COMPLY WITH THE CONSTRUCTION TRADES LICENSING ACT

☐ New Residential Construction ☐ Remodel or Addition by Owner

Name of Owner / Builder \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street Address / PO Box City State Zip

#### LOCATION OF CONSTRUCTION SITE:

Address: \_\_\_\_\_  
Street Address / PO Box City State Zip

Subdivision: \_\_\_\_\_ Lot Number: \_\_\_\_\_

#### CERTIFICATION

I, \_\_\_\_\_, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

**For New Residential Construction Only:** I am the sole owner of the property and construction project at the above described location; the project described is the only residential structure I have built this year; I have not built more than three residential structures in the past five years.

**For New Residential and Remodel Construction:** The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use and the work performed on the project must be performed by the following:

- myself as the sole owner of the property; or
- a licensed contractor; or
- my employee(s) on whom I have Workers Compensation Insurance coverage, on whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or
- any other person working under my supervision as Owner/Builder to whom no compensation or only token compensation is paid; and

I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which licensure is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000.00 for each day on which I violate the Utah Construction Trades Licensing Act.

**I declare under criminal penalty under the law of Utah that the foregoing is true and correct.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature of Owner/Builder \_\_\_\_\_

**File this with the City or County Building Department where the work is being performed. The City or County Building Department will forward this form to [deptrech@utah.gov](mailto:deptrech@utah.gov).**

## APPLICATION FOR BUILDING PERMIT



**Blue Stakes of Utah 811 would like to remind everyone to "Call 811 Before You DIG"** this not only applies to the professional contractor but to all homeowners. Anyone who wants to put a shovel, or any other kind of digging equipment in the ground is required by law to Call 811 or contact [www.bluestakes.org](http://www.bluestakes.org) to "Submit a Locate Request" to have the underground utility lines located and marked with paint and/or flags. This is for everyone's safety. It's a FREE service. Protecting the underground facilities that we all rely on every day is a shared responsibility. Please do your part and remember to contact Blue Stakes at least two full business days before beginning your digging project. Check out our website for more information [www.bluestakes.org](http://www.bluestakes.org) and to download our APP and Excavators' Guidebook.

| APWA UNIFORM COLOR CODE |                                                           |
|-------------------------|-----------------------------------------------------------|
| RED                     | Electric Power Lines, Cables, Conduit and Lighting Cables |
| YELLOW                  | Gas, Oil, Steam, Petroleum or Gaseous Materials           |
| ORANGE                  | Communication, Alarm or Signal Lines, Cables or Conduit   |
| BLUE                    | Potable Water                                             |
| PURPLE                  | Reclaimed Water, Irrigation and Slurry Lines              |
| GREEN                   | Sewers and Drain Lines                                    |
| WHITE                   | Proposed Excavation                                       |
| PINK                    | Temporary Survey Marking                                  |

 [www.bluestakes.org](http://www.bluestakes.org) 

## APPLICATION FOR BUILDING PERMIT

### CHECK LIST

NAME: \_\_\_\_\_ CONTRACTOR \_\_\_\_\_  
ADDRESS OF BUILDING: \_\_\_\_\_  
REGULAR/CORNER LOT: : \_\_\_\_\_ LOT SIZE: \_\_\_\_\_  
BUILDING SQUARE FOOTAGE COVERED: \_\_\_\_\_ TOTAL USAGE: \_\_\_\_\_ %  
SETBACKS; FRONT: \_\_\_\_\_ SIDES: \_\_\_\_\_ & \_\_\_\_\_ REAR: \_\_\_\_\_  
BUILDING HEIGHT: \_\_\_\_\_

### REQUIRED ON FILE:

1. RECORD OF LOT FROM COUNTY
2. BUILDING PERMIT
3. OWNER/BUILDER CERTIFICATION IF APPLICABLE
4. BUILDING AND FOUNDATION PLANS

### PLOT MAP REQUIREMENTS:

1. MEASUREMENTS FROM PROPERTY LINES TO PROPOSED BUILDING
2. PROPERTY OWNERS NAME AND CONTACT INFO
3. ADDRESS OF PROPERTY
4. NOTE OF SCALE OF PLOT MAP
5. NORTH POINT
6. LOT LINES, ADJACENT STREETS, RIGHT OF WAYS
7. LOCATION OF ALL EXISTING STRUCTURES INCLUDING UTILITY LINES

### EASEMENTS AND POLES

8. LOCATION OF PROPOSED CONSTRUCTION PROJECTS, INCLUDING SIGNS AND SURVEY MARKERS
9. MOTOR VEHICLE ACCESS, INDIVIDUAL PARKING STALLS, CIRCULATION PATTERNS, SIDEWALK LOCATIONS, CURB AND GUTTER IF APPLICABLE
10. REGULAR OR CORNER LOT
11. BUILDING HEIGHT
12. SEPARATE PLANS DRAWING WATER AND SEWER LINES

## **APPLICATION FOR BUILDING PERMIT**

### **SETBACK CHEAT SHEET**

SETBACKS ARE MEASURED FROM THE PROPERTY LINE, TAKING INTO ACCOUNT 15 FT EASEMENTS AND RIGHT OF WAYS. NO STRUCTURES ARE ALLOWED TO BE CONSTRUCTED ON ANY UTILITY LINE, EASEMENT, OR RIGHT OF WAY. IT IS THE PROPERTY OWNERS' RESPONSIBILITY TO KNOW AND ABIDE BY THE GIVEN SETBACKS. IT IS THE OWNER'S RESPONSIBILITY TO CONTACT, MANILA PUBLIC WORKS, AND BLUESTACKS TO VERIFY BUILDABLE SPACE AVAILABILITY.

#### **1. RESIDENTIAL- RURAL DISTRICT (R-R) (SECTION 902)**

- FRONT SETBACK: MINIMUM 25 FT
- SIDE SETBACK: MINIMUM 10 FT FOR INTERIOR LOTS; 15 FEET FOR CORNER LOTS.
- REAR SETBACK: MINIMUM 30 FT FOR PRIMARY BUILDINGS; 6 FT FOR ACCESSORY BUILDINGS
- BUILDING AND STRUCTURE HEIGHTS: SHALL NOT EXCEED A MAXIMUM HEIGHT OF 25 FEET.

#### **2. RESIDENTIAL- LOW DENSITY DISTRICT (R-L) (SECTION 1003)**

- FRONT SETBACK: LOTS UP TO 9,000 SQUARE FEET; MINIMUM 20 FT, LOTS ABOVE 9,000 SQUARE FEET: MINIMUM 25 FT
- SIDE SETBACK: INTERIOR AND THROUGH PARCEL; MINIMUM 10 FT, CORNER AND REVERSED CORNER PARCEL MINIMUM 15 FT
- REAR SETBACK: MINIMUM OF 10 FT FOR PRIMARY BUILDINGS; 6 FT FOR ACCESSORY BUILDINGS
- BUILDING AND STRUCTURE HEIGHTS: SHALL NOT EXCEED A MAXIMUM HEIGHT OF 25 FEET.

#### **3. RESIDENTIAL- MEDIUM DENSITY DISTRICT (R-M) (SECTION 1103)**

- FRONT SETBACK: LOTS UP TO 9,000 SQUARE FEET; MINIMUM 20 FT, LOTS ABOVE 9,000 SQUARE FEET: MINIMUM 25 FT
- SIDE SETBACK: MINIMUM 6 FT, MINIMUM OF 15 FT IF SIDE YARD FACES STREET
- REAR SETBACK: MINIMUM 6 FT IF ACCESSORY BUILDING CORNER LOT ABUTS ANOTHER RESIDENCE. MINIMUM 10 FT IF MAIN DWELLING CORNER LOT ABUTS ANOTHER RESIDENCE
- BUILDING AND STRUCTURE HEIGHTS: SHALL NOT EXCEED A MAXIMUM HEIGHT OF 25 FT.

## **APPLICATION FOR BUILDING PERMIT**

### **1. RESIDENTIAL- MULTI-FAMILY OVERLAY (RMF OVERLAY) (SECTION 1503)**

- FRONT SETBACK: MINIMUM 20 FT
  - SIDE SETBACK: 10 FT FOR MAIN BUILDING/GENERALLY, 15 FOR A CORNER LOT ALONG THE STREET, 5 FT FOR ACCESSORY BUILDING
  - REAR SETBACK: MINIMUM 15 FT FOR PRIMARY BUILDINGS; 5 FT FOR ACCESSORY BUILDING
  - BUILDING HEIGHT: FIRE CHIEF MAY REDUCE THE MAXIMUM BUILDING HEIGHT AND/OR ROOF SLOPE. THE MAXIMUM HEIGHT IS REGULATED BY DENSITY; RMF-20 3 STORIES & 50 FT, RMF-10 3 STORIES & 42 FT, RMF-5 2 STORIES & 35FT, ACCESSORY STRUCTURE MAY NOT EXCEED 18 FEET TOTAL.
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### **2. COMMERCIAL- GENERAL DISTRICT (C-G) (SECTION 1203)**

- FRONT SETBACK: MINIMUM 25 FT
  - SIDE SETBACK: NONE GENERALLY, EXCEPT: MINIMUM 10 FT WHEN ADJACENT TO STREET/ COMMERCIAL PROPERTY. MINIMUM 15 FT WHEN ADJACENT TO RESIDENTIAL PROPERTY.
  - REAR SETBACK: NONE GENERALLY, EXCEPT 15 FT WHEN ADJACENT TO RESIDENTIAL PROPERTY.
  - MAXIMUM HEIGHT FOR ALL COMMERCIAL BUILDINGS AND STRUCTURES SHALL BE 40 FEET.
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### **3. CENTRAL DEVELOPMENT DISTRICT (C-D) (SECTION 1305)**

- IF COMMERCIAL FOLLOW DEVELOPMENT STANDARDS IN ARTICLE 12 SECTION 1203
- FRONT SETBACK: MINIMUM 20 FT
- SIDE SETBACK: MINIMUM 10 FT
- REAR SETBACK: MINIMUM 15 FT
- MAXIMUM BUILDING HEIGHT: 35 FT OR 3 STORIES

# REQUIRED BUILDING INSPECTIONS

You must call at least 24 hours in advance to inform the Town that construction is commencing. Inspections will be held on Mondays between the hours of 2:00 & 5:00 P.M. You must call the Planning and Zoning Secretary at 435-784-3143 to schedule an appointment. Inspections need to be scheduled by Friday, not the day of inspection.

- Footing
- Foundations
- Underground plumbing; if applicable
- Foundation damp proofing
- Framing
- Electrical Rough
- Plumbing Rough
- Mechanical Rough
- 4 Way (All items rough)
- Shear Inspections, As needed
- Insulation
- House wrap
- Lath
- Stucco
- Drywall
- Meter Base
- Gas Meter
- Roof
- Final
- Sewer or Electrical Laterals

