



TOWN OF MANILA, UTAH
145 E HWY 43/PO BOX 189
Office: 435-784-3143
Fax: 435-784-3356

Applicable Fees Paid: _____

Town of Manila

Application for Building Permit

Applicant Checklist

Purpose of this checklist:

This checklist is provided to help applicants make sure they have all required information and supporting documents needed when submitting a Building Permit Application to the Town of Manila. Applicants should review the checklist before submitting their application to help ensure that the application package is complete and to reduce delays caused by missing information or documentation.

1. General Application & Property Information

- ☐ Date of application, estimated start date, and target meeting date provided.
- ☐ Applicant name, telephone number, and mailing address provided.
- ☐ Property owner name, phone number, and mailing address provided.
- ☐ Building/jobsite address clearly identified.
- ☐ Parcel number, lot number, and zoning district identified.
- ☐ Lot size/total area and building square footage covered provided.
- ☐ Lot of record / legal description provided (as shown on deed).
- ☐ Record of Lot from Daggett County Recorder's Office included.
- ☐ Type of build (Single Family Home, Condo, Commercial, Apartments, Townhomes, or Other) specified.
- ☐ Type of build process (New, Addition, Alter, Demolish, or Other) specified.
- ☐ Estimated total cost of construction provided.

2. Contractor & Licensing Requirements

- ☐ Architect/Engineer name, phone number, and mailing address provided (if applicable).



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- ☐ General Contractor name, phone number, business address, Utah State License No., and City/County Business License No. listed.
- ☐ Electrical Contractor name, phone number, business address, Utah State License No., and City/County Business License No. listed.
- ☐ Plumbing Contractor name, phone number, business address, Utah State License No., and City/County Business License No. listed.
- ☐ Mechanical Contractor name, phone number, business address, Utah State License No., and City/County Business License No. listed.
- ☐ Listed "SELF" for contractor fields if performing work yourself as owner/builder.
- ☐ Completed and signed **Owner/Builder Certification Agreement** included (if owner is acting as the contractor).

3. Detailed Site Plan & Plot Map Requirements

- ☐ Standard size plot map provided ($8\frac{1}{2} \times 11$).
- ☐ North arrow clearly indicated.
- ☐ Plot plan scale noted.
- ☐ Property owner contact info, jobsite address, parcel number, and zoning listed on plot map.
- ☐ Exact property dimensions shown.
- ☐ Regular lot or corner lot designation specified.
- ☐ Property lines, adjacent streets, roads, and rights-of-way shown.
- ☐ Location of all recorded and implied easements clearly identified.
- ☐ Streams, creeks, rivers, or waterways shown (if applicable).
- ☐ Existing structures depicted using **solid lines**.
- ☐ Proposed construction/improvements depicted using **dotted lines**.
- ☐ Exact setback measurements (Front, Rear, Sides) from property lines to proposed building shown using arrows.
- ☐ Building height and total lot coverage percentage specified.
- ☐ Motor vehicle access shown (driveway, individual parking stalls, circulation patterns, curb, gutter, sidewalk).
- ☐ Location of all signs and survey markers indicated.
- ☐ Separate drawing/plan showing proposed water and sewer line connections.



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4. Construction Plans & Specifications

- ☐ Two (2) sets of plans included (one electronic set submitted to the Building Inspector, one set retained for Town Office files).
- ☐ Front, rear, right, and left exterior elevation views with overall building height labeled.
- ☐ Complete floor plans showing all window and door openings.
- ☐ Wall and floor framing details/views.
- ☐ Structural beam details (sizing for all beams over 6' long).
- ☐ Roof framing plans.
- ☐ Electrical, plumbing, and mechanical plans.
- ☐ Heat loss calculation report (REScheck) provided.
- ☐ Footing and foundation plans/details (including set-up plans for manufactured/modular homes).
- ☐ Fireplace / wood stove specification views (if applicable).
- ☐ Manufacturer floor plans and installation set-up details included (for Mobile and Manufactured Homes).

5. Utility Connections & Clearances

- ☐ Signed **Water/Sewer Connection Verification Form** completed by authorized Manila Public Works representative.
- ☐ Water connection approved and all associated fees paid (or arrangements made).
- ☐ Sewer connection approved and all associated fees paid (or arrangements made).
- ☐ Verified lateral sewer line depth for basement installations (pumps/equipment planned if required).
- ☐ Blue Stakes of Utah 811 contacted at least two full business days prior to any digging/excavation.

6. Signatures and Certifications

- ☐ All fields on the Building Permit Worksheet filled out completely.
- ☐ Applicant signature and date provided on all required forms.
- ☐ Owner/Builder Certification signed and dated in the presence of required witness/notary (if applicable).



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- ☐ Planning and Zoning setback approval section signed by Zoning Official.

7. Fees & Submissions

- ☐ Permit application submitted to the Planning & Zoning Secretary at least **eight (8) days** prior to the target Planning & Zoning Board meeting.
- ☐ Calculated building and plan check fees confirmed.
- ☐ 1% State Surcharge included with permit fees.

8. Applicant's Final Review Before Submission

- ☐ Application worksheet is complete with no missing required fields.
- ☐ Record of Lot / Plat Plan from County Recorder is attached.
- ☐ Plot Map meets all 12 visual checklist items.
- ☐ Two (2) complete sets of building plans are ready (1 electronic, 1 physical).
- ☐ Water/Sewer Connection Verification form is signed by Public Works.
- ☐ Owner/Builder Certificate is completed (if applicable).
- ☐ All contractor state and city license numbers are verified.
- ☐ Applicant has retained a full copy of the entire application package for their records.

9. Town Review & Inspection Workflow — *For Office Use Only*

- ☐ Application package received by Deputy Clerk / Zoning Secretary (at least 8 days prior to meeting).
- ☐ Document package verified for completeness.
 - ☐ Water & Sewer connection approval verified.
- ☐ Submitted to Planning & Zoning Board for Setback & Zoning Approval.
- ☐ Board Decision: [] Approved [] Denied (Date: _____).
- ☐ Permit issued and fees collected (including 1% State Surcharge).
- ☐ Building Inspector notified; electronic plan set transmitted.
- ☐ **Required Inspections Log (Mondays only – 24hr notice required):**
 - ☐ Site Setback Inspection
 - ☐ Footing & Foundation Inspection



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- ☐ Underground Plumbing / Foundation Damp Proofing
- ☐ Floodplain Elevation Certification (if applicable)
- ☐ Rough Plumbing, Mechanical, Gas & Electrical Systems
- ☐ Framing & Masonry Inspection (4-Way Rough)
- ☐ Shear, Insulation, House Wrap, Lath, Stucco, & Drywall
- ☐ Meter Base, Gas Meter, & Roof
- ☐ Sewer / Electrical Laterals
- ☐ Final Inspection & Certificate of Occupancy

Statutory & Code References

Town of Manila Code & Ordinances

- **Zoning Ordinance § 505:** Site Plan and Right-of-Way Access Requirements (mandates detailed plot maps, utility lines, boundary dimensions, access points, and setbacks).
- **Residential & Commercial Zoning Districts:**
 - **R-R (Rural Residential District § 902):** Minimum front setback 25 ft; interior side 10 ft / corner side 15 ft; rear setback primary 30 ft / accessory 6 ft; max height 25 ft.
 - **R-L (Low Density Residential District § 1003):** Minimum lot size 10,000 sq ft; lot width 60 ft; front setback 20 ft (lots $\leq$ 9,000 sq ft) or 25 ft (lots > 9,000 sq ft); interior side 10 ft / corner side 15 ft; rear setback primary 10 ft / accessory 6 ft; max height 25 ft; max lot coverage 50%.
 - **R-M (Medium Density Residential District § 1103):** Minimum lot size 8,000 sq ft; lot width 60 ft; front setback 20 ft / 25 ft; side setback 6 ft (15 ft street side); rear setback 6 ft / 10 ft; max height 25 ft; max lot coverage 50%.
 - **RMF Overlay (Multi-Family Overlay § 1503):** Front setback 20 ft; side setback 10 ft / corner 15 ft / accessory 5 ft; rear setback 15 ft / accessory 5 ft; height 35–50 ft by density.
 - **C-G (Commercial-General District § 1203):** Front setback 25 ft; side/rear 0 ft (10–15 ft adjacent to residential/streets); max height 40 ft.
 - **C-D (Central Development District § 1305):** Front setback 20 ft; side 10 ft; rear 15 ft; max height 35 ft (3 stories).



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- **Building Permit Expiration:** Construction must commence within 180 days of permit issuance, or a 180-day extension must be requested from the Building Inspector.

Utah Code Annotated (UCA) & State Regulations

- **UCA Title 15A (State Construction and Fire Codes Act):** Adopts state construction codes including the International Residential Code (IRC) and International Building Code (IBC) governing mandatory inspections.
- **UCA § 15A-1-209:** Mandates the 1% state surcharge on all building permit fees collected by local jurisdictions.
- **UCA Title 58, Chapter 55 (Utah Construction Trades Licensing Act):** Requires licensed contractors for trade work and governs the Owner/Builder Certification Agreement for non-commercial residential builds.
- **UCA Title 54, Chapter 8a (Damage to Underground Utility Facilities):** Requires all excavators and homeowners to contact Blue Stakes of Utah 811 at least two full business days prior to digging.
- **UCA § 10-9a-509:** Governs municipal land use regulations, setback compliance, and vested rights.

Important Reminder

Submitting a Building Permit Application does not constitute approval or authorization to begin construction. Building projects must not begin prior to official permit issuance, and work must commence within **180 days** of permit issuance to remain valid.

Applicants are responsible for verifying 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.

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Building Inspector (Matt Tate): 435-219-7545