

BUILDING PERMIT APPLICATION INFORMATION

RICH COUNTY, UTAH

The following items **must** be furnished to the building department in order for a building permit to be processed. Please furnish *ALL ITEMS AT THE SAME TIME*.

PROCESSING THE BUILDING PERMIT WILL BEGIN AS SOON AS ALL ITEMS ARE RECEIVED. It will require 7 days or more, unless there is a problem found, to process a building permit.

1. Copy of the SURVEY NARRATIVE FROM THE SURVEYOR - **ALL PROPERTIES** must be surveyed or existing survey markers must be flagged.
2. ZONING CLEARANCE LETTER from the city or county planning and zoning committee, or the homeowners association, or a conditional use permit.
3. LEGAL DESCRIPTION – Obtain the property tax serial number from the county recorder’s office. (435-793-2005)
4. A copy of the receipt of payment to the SEWER DISTRICT for sewer hookup or PERMIT FROM THE BEAR RIVER HEALTH DEPARTMENT FOR A SEPTIC TANK.
5. CERTIFICATION OF CULINARY WATER from the State Engineer’s Office, 1780 North Research Parkway, Suite #104, North Logan, UT (435-752-8755) UNLESS CITY WATER IS AVAILABLE. If city water is available a copy of the receipt of payment for the hookup is required.
6. A SIGNED COPY OF THE BID showing the price of this project including all materials and labor (to be used to establish a value for this project together with the square footage of the project).
7. PLOT PLAN drawn to scale and upon substantial paper indicating North arrow, distance to all property lines of all existing and proposed structures, and the street which the property fronts upon or both streets if on corner lot.
8. TWO COMPLETE SETS OF PLANS (STAMPED BY LICENSED ARCHITECT/ENGINEER **WHEN REQUIRED**) AND SPECIFICATIONS (One set will be returned to you to stay on the job until the structure is completed.)

They should include the following items:

A – Floor plan with dimensions of all levels, garages, decks, porches. Plumbing plan, electrical plan, heating and air conditioning plan, etc.

B – Indicate the square footage in all areas: garage, main floor, upper floors, basement, decks, porches, etc.

C – Elevations of all four sides, which indicate all doors, windows, roof, roof pitch, roof coverings, exterior wall coverings, etc.

D – Details of footings, foundation, walls trusses or rafters and roof section, floor joists, all aggrs items (bedroom windows and doors, stairways, fireplaces, beams, cantilevers, etc.) (All cross sections)

E – Complete elevation diagrams for building and landscape.

F – (From the plumber) Plumbing diagram, location of sewer hookup with depth etc. and water hookup locations and type of material to be used on each part of the plumbing.

G – (From the electrician) Electrical diagram: location of service, service load calculations, location of all electrical outlets, lights, switches, smoke detectors, furnace, air conditioning, water heater, size of breakers and panel location.

H – MEC check Compliance Report

Buildings with daylight basements, more than 3' of elevation change at footings, unusual geometry, vaulted, TJI ceilings, or excessively large structures shall require professional engineer's stamp on plans when required by the building official.

9. Contractor's name, address, phone numbers, Utah license number and a COMPLETE LIST of subcontractors with business name, contact person, Utah license number, address and phone numbers of those who will be working on the job.
10. A Fire Hazard Severity Form must be obtained from the Rich County Fire Warden, Dan Ames. His cell number is 435-757-4974.
11. A completed application for a permit from Rich County.
12. A dumpster or trash trailer is required at the site of construction.

ALL COMMERCIAL BUILDING PLANS shall be stamped by a Utah licensed architect and/or professional engineer.

NOTE: The purpose of the plans and specifications is to verify that the structure will meet the adopted codes. With complete plans submitted, code violations should be found during the plan review, rather than finding them after they occur on the job; this saves considerable time, money and frustration of both the builder and the inspector. We solicit and appreciate your assistance.

If you have questions call the Rich County Treasurer at 435-793-5155.

Rich County Building Inspector
George Peart
435-881-9840 (cell)

BUILDING PERMIT APPLICATION
RICH COUNTY

Owner's Name	Application Check List <u>Please provide the following documentation:</u>
Mailing Address	
City	
State	
Zip Code	
Telephone	
Cell phone	
Property Tax ID # _____ - _____ - _____ - _____	
CONTRACTOR	
Name	Copy of Survey Narrative _____
Address	Zoning Clearance Letter _____
City	Legal Description _____
Telephone	Sewer District Receipt or Copy of Septic Permit _____
Utah Lic. No.	Certificate of Culinary Water/Well/Other _____
	Signed Copy of Bid _____
	Plot Plan Drawn to Scale _____
	Two Complete Sets of Plans _____
	List of Subcontractors _____
	Fire Hazard Severity Form _____

FOR DEPARTMENT USE ONLY	FOR DEPARTMENT USE ONLY	FOR DEPARTMENT USE ONLY
City	Address	Bldg Permit #
Telephone		Date Issued
Utah Lic. No.	Subdivision	

PLUMBER	Lot Number	Planning & Zoning/ Conditional Use Permit
Name		Approved
Address	New	Date
City	Addition	Building Department
Telephone	Garage	Approved
Utah Lic. No.	Electrical	Date

ELECTRICIAN			Sq. Ft.	Comments
Name	Main			
Address	Upper			
City	Basement			
Telephone	Garage			
Utah Lic. No.	Decks			
	Other			

	TOTAL SQUARE FEET		
ARCHITECT OR ENGINEER	TOTAL VALUATION		
Name		Amt.	Rec. #
Address	Permit Fee		
City	State 1 %		
Telephone	TOTAL		
Utah Lic. No.	Fire Imp Fee		

I/we the undersigned, acting as owner or as the duly appointed representative, understand and agree to the following:

- 1) All construction will comply to adopted codes and as permitted herein and be in compliance with adopted zoning ordinances;
- 2) Are familiar with the present services at the bldg site and I/we are responsible for any changes including but not limited to road maintenance snow removal, school busing, garbage removal, etc. which change may be caused by this construction;
- 3) Accept full responsibility and liability for the structure/work authorized hereon and relieve county or their agents of any expressed or implied liability. Furthermore, should we relinquish ownership we agree to inform any future purchaser of these conditions and notify them of their obligation to do the same in the event that they should sell.

Signature _____
Date _____

- Inspection Including but not limited to:
- 1) Temporary Power
 - 2) Footings and Setback
 - 3) Foundation
 - 4) Underground Plumbing
 - 5) Concrete Floor
 - 6) Rough Framing
 - 7) Exterior Sheeting
 - 8) Rough Plumbing/Sewer and Water Test
 - 9) Rough Electrical
 - 10) Rough Mechanical and Gas Pressure
 - 11) Insulation
 - 12) Sheetrock
 - 13) Final Plumbing
 - 14) Final Electrical and Permanent Power
 - 15) Final Mechanical
 - 16) Certificate of Occupancy