

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 N 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 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. SET OF PLANS (STAMPED BY LICENSED ARCHITECT/ENGINEER **WHEN REQUIRED**) AND SPECIFICATIONS.

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, foundations, walls trusses or rafters and roof section, floor joists, all aggress 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 locations.

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, email, 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, Travis Hobbs.
M: 385-835-2799 E: trhobbs@utah.gov
11. A completed application for a permit from Rich County. These are online through IWORQ.
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 frustrations of both the building and the inspector. We solicit and appreciate your assistance.

RICH COUNTY BUILDING INSPECTOR
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