

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 # _____ - _____ - _____ - _____																												
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PLUMBER		
Name		
Address		
City		
Telephone		
Utah Lic. No.		

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

		Sq. Ft.	
			Comments

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

<p>I/we the undersigned, acting as owner or as the duly appointed representative, understand and agree to the following:</p> <p>1) All construction will comply to adopted codes and as permitted herein and be in compliance with adopted zoning ordinances;</p> <p>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;</p> <p>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.</p> <p>Signature _____</p> <p>Date _____</p>	<p>Inspection Including but not limited to:</p> <ol style="list-style-type: none"> 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
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