

# 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

<b>Owner's Name</b>	<b>Application Check List</b>
<b>Mailing Address</b>	<u>Please provide the following documentation:</u>
<b>City</b>	Copy of Survey Narrative _____
<b>State</b>	Zoning Clearance Letter _____
<b>Zip Code</b>	Legal Description _____
<b>Telephone</b>	Sewer District Receipt or Copy of Septic Permit _____
<b>Cell phone</b>	Certificate of Culinary Water/Well/Other _____
<b>Property Tax ID Number</b> ___ - ___ - ___	Signed Copy of Bid _____
	Plot Plan Drawn to Scale _____
	Two Complete Sets of Plans _____
	List of Subcontractors _____
	Fire Hazard Severity Form _____

<b>CONTRACTOR</b>		<b>FOR DEPARTMENT USE ONLY</b>		<b>FOR DEPARTMENT USE ONLY</b>	
Name		Address		Bldg Permit #	
Address				Date Issued	
City		Subdivision		Planning & Zoning/ Conditional Use Permit	
Telephone		Lot Number		Approved	
Utah Lic. No.		New		Date	

<b>PLUMBER</b>				<b>Building Department</b>	
Name		Addition		Approved	
Address		Garage		Date	
City		Electrical			
Telephone					
Utah Lic. No.					

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

<b>ARCHITECT OR ENGINEER</b>		<b>TOTAL SQUARE FEET</b>			
		<b>TOTAL VALUATION</b>			
Name		Amt.		Rec. #	
Address		Permit Fee			
City		State 1 %			
Telephone		<b>TOTAL</b>			
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