

TOWN OF ROCKY RIDGE

BUILDING PERMIT POLICY

Revised: January 2013

Town Clerk:	Cathy Lummus	(435) 610-0546
Planning & Zoning:	Curtis Allred	(435) 610-0874
Building Inspector:	Kent Allred	(801) 201-9419
Water Department:	Casey Reynolds	(435) 660-1424
Fire Department:	Casey Reynolds	(435) 660-1424

It is the desire of the Town of Rocky Ridge to assist and help our citizens build their homes and develop their stewardships. It is the responsibility of the Town of Rocky Ridge to protect the public interest and public safety of our citizens. It is for these two reasons that this policy is created. To accomplish these two goals, it is necessary to have well established procedures and policies as well as the support and cooperation of our citizens. We solicit the help of our citizens and your suggestions are welcome.

DO I NEED A BUILDING PERMIT?

Any building projects should be submitted in written/drawn concept form to the Town for a Preliminary Review, so as to decide whether any permit and/or zoning approval is necessary.

*NO WORK IS TO BEGIN ON ANY STRUCTURE UNTIL A PRELIMINARY REVIEW IS DONE!
Otherwise the Town may take action and will not provide services, until a preliminary review is complete,
necessary permits issued and/or necessary agreement(s) made with the Town.*

IF A BUILDING PERMIT IS REQUIRED, WHAT DO I NEED TO GET IT?

To get a building permit, the applicant will need the following:

1. Two sets of plans on 18"x24" sheets minimum that include:
 - a. Site plan including the lot #, lot dimensions, streets, fire hydrants, utilities, septic system, driveways, surface drainage, foot prints of all buildings and an address officially assigned by the Town
 - b. Footings and foundation plans
 - c. Elevations
 - d. Cross sections
 - e. Necessary engineering for joists, trusses, stairs, fireplaces, etc.
 - f. Layouts for floor joists and roof trusses
 - g. Electrical plan (minimum of electrical panel placements outside and inside)
 - h. Location of all plumbing fixtures and mechanical fixtures
 - i. Copy of "Waste Water System Permit" from the Central Utah Health Department for the septic system (Phone: 623-0696)
2. A Building Permit Application (available at the town office) with a signature of the property owner representative on it

HOW DO I GET A BUILDING PERMIT?

Obtaining a building permit is a 4 step process:

plan review - plan revisions - final application – issuing the permit

1. **Plan Review** (allow two weeks)
 - a. The applicant will need to submit two complete copies of their plans and a completed Building Permit Application (with the property owner representative signature on it) to the Town Office.
 - b. After receiving these plans, the Town Clerk is responsible to notify the following departments to come to the Town Office to review the plans.
 - Planning Commission
 - Building Inspector
 - Water Department
 - Fire Department.
 - c. All departments will then make recommendations, require changes and/or modifications to the plans respective to their department.

- d. Once the review is finished, the Town Clerk will notify the applicant.
- 2. **Plan revisions** (time dependent on applicant)
Once the applicant is notified, they are responsible to:
 - a. Address the concerns, questions or requirements of the departments
 - b. Submit two copies of the final plans that reflect the required changes or modifications

3. **Final application** (allow one week)

After receiving the final plans, Step #1 will be repeated wherein each department will:

- a. Do a final review of the revised plans and sign the building permit if the revisions are approved.
- b. Assess and determine fees such as:
 - 1. Building permit fees (due before the permit is issued)
 - 2. Water hookup fees (due when applicant requests water service)
- c. Once the Building Permit application has ALL needed signatures, the Town Clerk will notify the applicant

4. **Issuing the Permit** (time dependent on applicant)

Once the applicant is notified, they can:

- a. Pay the necessary fees and the Clerk will stamp the Building Permit Application “PAID”
- b. Receive:
 - one complete set of final plans to be kept at the building site until completion of the project. (The second set will be kept for Town records)
 - a copy of the Building Permit Application which is now the Building Permit
WITH THE BUILDING PERMIT NOW ISSUED, CONSTRUCTION CAN BEGIN!

HOW MUCH DOES A BUILDING PERMIT COST?

- 25 cents per square foot for garages, out buildings, storage and industrial areas
- 35 cents per square foot for finished living, office and retail areas
- \$42 for each required inspection
- No charge for unfinished areas. However, a new building permit is required to finish these areas.

WHAT ABOUT BUILDING INSPECTIONS?

All inspections are the responsibility of the applicant to schedule with the Building Inspector. 24 hours notice is required.

*Acceptance of work by the building inspection
does not authorize or approve any violation of building codes.*

Five Required Inspections:

- 1. Footings
- 2. Foundations
- 3. Sub-rough Plumbing, Mechanical, Electrical
- 4. Framing, Electrical, Mechanical, Rough plumbing (can be inspected separately)
- 5. Final (including inspection for any public property damage which will be assessed to applicant)

All inspections must be completed and passed before:

- 1. a certificate of occupancy will be issued
- 2. power or gas connections are approved

An inspection must be made at least every six months in order for the permit to remain valid.

Occupancy can be granted under special circumstances when all safety and health issues are complete and a timetable for completion of remaining items is agreed to in writing.