

# TOWN OF ROCKY RIDGE

## BUILDING PERMIT POLICY

Revised: June 2020

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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**, to decide whether any permit and/or zoning approval is necessary. **Any specific requirements for your site can be given at this stage** (i.e. official address, acceptable approaches, etc.)

**NO WORK IS TO BEGIN ON ANY STRUCTURE UNTIL A PRELIMINARY REVIEW IS DONE,  
AND REQUIRED PERMITS OBTAINED!**

Otherwise the Town may act and/or not provide services, until a preliminary review is complete, necessary permits issued, and/or necessary agreement(s) made with necessary Town personnel.

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

1. **Two sets of plans** at 1/8" min. scale and easily legible (18x24 min. *recommended*) that include:
  - a. **Site plan** with:  
lot dimensions, offsets, footprints of all buildings, utility service location and routes, septic system, surface drainage and/or *marked* elevation, driveways, fire hydrants, streets, lot number, and official town address (assigned by the Town)
  - b. **Footings and foundation plans**
  - c. **Elevations with finish grades, and Cross Section(s)**
  - d. **Necessary engineering specified for joists, trusses, stairs, fireplaces, etc.**
  - e. **Layouts, and sizes, for floor joists and roof trusses**
  - f. **Electrical plan** (minimum of electrical panel and meter placements outside and inside)
  - g. **Location of all plumbing and mechanical fixtures**
2. **Copy of "Wastewater System" Design** done by *certified* personnel.  
(Contact Central Utah Health Department with questions. Phone: 435-623-0696)
3. **A Building Permit Application** (available at the Town Office) with the signature of the property owner representative

### 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's signature on it) to the Town Office. Applications can be obtained from the Town Office.
  - b. After receiving these plans, the Town Office personnel are responsible to notify necessary departments to review the plans *at the Town Office*.
  - c. Necessary Departments may then make recommendations, require changes, and/or modifications to the plans respective to their Department.
  - d. Once the review is finished, the Office Personnel 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 respective 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, Office Personnel will notify the applicant
4. **Issuing the Permit** (Time dependent on applicant.) Once the applicant is notified that their plans meet all necessary requirements, they can:
  - a. **Pay** the necessary fees so Office Personnel can 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), and 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?

- \$0.25 per square foot for all finished/unfinished garages, out buildings, storage, and industrial areas
- \$0.35 per square foot for all finished/unfinished living, office, and retail areas
- \$42 for each required inspection
- A separate Building Permit is required to finish areas labeled unfinished. Only inspection fees will be charged for these areas since the footage has already been paid

#### WHAT ABOUT BUILDING INSPECTIONS?

All inspections are the responsibility of the applicant to schedule with the Building Inspector and a minimum of 24-hour notice is required.

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

#### **Required Inspections:**

1. Footings
2. Foundations
3. Sub-rough Plumbing, Mechanical, Electrical
4. "4-way" - Framing, Rough Electrical, Mechanical, Rough plumbing (Can be inspected separately)
5. "Dry-In" - Insulation, Weather-Wrap, Roofing, etc. (Can be inspected separately)
6. Drywall (*before and after drywall taping*)
7. Final (including inspection for any public property damage that may be assessed to applicant)

#### **All necessary inspections must be completed and passed before:**

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

Inspections should be done within six months minimum 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*.