

Cedar Fort MISCELLANEOUS Building Approval Checklist/Procedures

26 April 2017

Page 1 of 3

Applicant Name:	Building Approval #
Current Address:	Phone number:
Building Address:	Parcel/Serial Number:
Date of Application:	Zone:

Type: () Miscellaneous building 120 S.F. and under () Portable shipping container (Conex)
 () Miscellaneous building – over 120 to 200 S.F. () Portable, Prefab Carport
 () Portable, Prefab shed 200 S.F. and under () Other _____

The Miscellaneous Building Approval must be TOTALLY COMPLETE before it is placed on the Town agenda for review/approval. NO EXCEPTIONS!

Important Note: As Planning and Zoning and the Town Council meet only once a month, applicant must plan accordingly. Planning and Zoning meets on the 2nd Tuesday and Town Council meets on the 4th Tuesday. Completed application must be **Received by 5 PM on the FIRST TUESDAY OF THE MONTH** in order for it to be on the agenda for that month. Expect the approval process to take 1-2 months after all of the checklist items are completed and the application has been submitted.

NOTE: this procedure and checklist are not an exhaustive listing of details regarding issuance of a building permit. If there are any questions, please contact:

Vonda Cook, Town Clerk email: cedarfortclerk@outlook.com Phone: 801- 518 - 2963

COMPLETED Approval Form, AG Exemption Form and Checklist will be mailed, or hand delivered, to: **Town of Cedar Fort, Attn. Town Clerk, PO Box 389, Cedar Fort, UT 84013.**

The following items are required for the Town to evaluate a request for a Building Approval:

1. () **Town of Cedar Fort Miscellaneous Building Statement of Acknowledgement** completed and signed (see attached, below).
2. () **Easements** - No permanent structure shall be placed within 10 feet of an easement, legal or implied. A release letter from easement holders is required, if less than 10 feet:
 - a. () Cedar Fort Irrigation Company (irrigation ditches, even if overgrown)
Is there an Irrigation Company easement? [] Yes [] No
 - b. () Are there utility easements not Town owned/controlled? [] Yes [] No
 - c. () Other easements? [] Yes [] No
3. () **Utilities included** - Will the building include:
Electrical? Yes () No () Water? Yes () No ()

Cedar Fort MISCELLANEOUS Building Approval

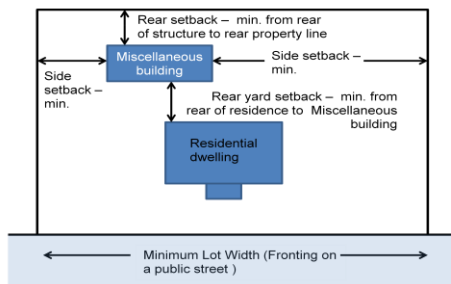
Checklist/Procedures

26 April 2017

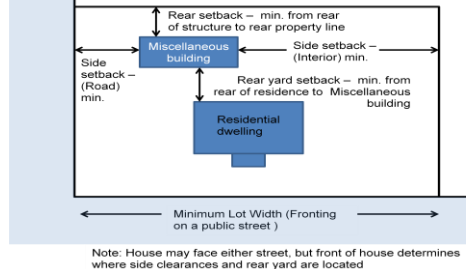
Page 2 of 3

4. () **Two sets of plot plans** (one set if no utilities) **Drawn to Scale** showing all dimensions and details of the parcel in question. Size of drawings shall be large enough to show all required details. **Minimum drawing size – 8.5" x 11"**. Location of proposed/planned structures, as well as present structures and setbacks, must be shown and dimensioned on the drawings.
5. () **Proper setbacks** and height on outbuildings (see below for examples):
- () Rear setback – from rear of structure to rear property line
 - () Rear yard setback – from rear of residence to proposed structure
 - () Side setback –
 - () Building height – 30' to roof ridge
 - () Frontage on public street

MISCELLANEOUS BUILDING SETBACK EXAMPLE



CORNER MISCELLANEOUS BUILDING SETBACK EXAMPLE



6. () **Two sets of building plans** (one set if no utilities) (proper size, as noted above) showing the floor plan of the proposed structure, elevation views (minimum front and side) and details of construction.
7. () **Building Approval Form** completed and signed. NOTE: If utilities are included or added in the future, a regular Cedar Fort Building permit must be filled out and signed.
8. () **Signature** - I certify that this information is true, correct and complete, to the best of my knowledge.

Statement of Acknowledgement

I, the undersigned property owner, do hereby acknowledge that the proposed building is for:

Plumbing, electrical, and mechanical permits will be required when that work is included in the structure. Future addition of utilities will require a new building permit and appropriate inspections.

Signed _____

Date _____

Print Name _____

Cedar Fort MISCELLANEOUS Building Approval

Checklist/Procedures

26 April 2017

Page 3 of 3

Building Approval associated costs

- Portable shipping container - \$25 Town filing fee (no inspections)
- Miscellaneous buildings under 120 sq. ft - \$25 Town filing fee (no inspections)
- Miscellaneous buildings 120 – 200 sq. ft - \$40 Town filing fee (no inspections)
- Portable, prefab carport - \$25 Town filing fee (no inspections)
- Portable, prefab shed - \$25 Town filing fee (no inspections)

Note: Any utilities added to above structures will require inspections and additional fees per Building Code

For Town Use only	
Checklist	
Approved () YES, Date _____	By _____ Town Clerk
Date Application _____	Date received by Town _____

Approval Information - After final approval is given by the Town Council, Building Approval will be issued after receipt of all fees due to the Town. The applicant will have 180 days in which to begin the building and a total of 720 (24 months) to complete the project; otherwise, the application will become null and void and the permit process must be restarted. It is the responsibility of the applicant to confirm building permit approval by the Town and to obtain the building permit.

INSPECTION PROCEDURE INFORMATION (when inspections are required)

After the building permit has been approved, the following procedure will be followed in requesting inspections.

1. Town will notify Building Inspector that a permit has been issued (Name & Number on permit). Inspector maintains a log of inspections for each permit.
2. **When an inspection is needed, Applicant will notify Councilman over permits, by email ONLY, who will then arrange inspections by Town Inspector (notify Town 3 days before desired inspection).**

The email contact is: **www.cedarfort.town**

3. Pursuant to State Code, no longer than 180 days can transpire without substantial progress being made on building after the permit has been issued - substantial progress being defined as an inspection or partial inspection being called for.
4. Failed inspections will require additional inspection(s) and will require additional payment by the applicant.
5. When FINAL INSPECTION is completed, Inspector will sign APPROVAL Form.

Cedar Fort MISCELLANEOUS BUILDING Permit Procedures

20 December 2016

MISCELLANEOUS PERMIT PROCEDURE

The Miscellaneous building permit must be TOTALLY COMPLETE before it is placed on the Town agenda for review/approval. NO EXCEPTIONS!

Important Note: As Planning and Zoning and the Town Council meet only once a month, applicant must plan accordingly. Planning and Zoning meets on the 2nd Tuesday and Town Council meets on the 4th Tuesday. Completed applications must be turned in 72 hours prior to a meeting in order for them to be on the agenda. Expect the approval process to take 1+ month after all of the checklist items are completed and the application has been submitted.

1. Applicant can pick up this **Miscellaneous Building Approval Checklist** (attached) from the Town Clerk by appointment or from the Town website – townofcedarfort.com.
2. Once ALL checklist information is COMPLETED, applicant can request an **Approval Form** from Town Clerk.
3. Town Clerk will review documentation for completeness and enter permit application into permit log.
4. COMPLETED Approval and ALL checklist information will be mailed or hand delivered to: **Town of Cedar Fort, Attn. Town Clerk, PO Box 389, Cedar Fort, UT 84013**
5. The application is then forwarded to the Planning and Zoning (PZ) Chairman or designee to verify completeness and compliance with Town Ordinances and where it will be placed on the Agenda for the next PZ meeting (held the 2nd Tuesday of each month). NOTE: Incomplete applications will NOT be placed on the PZ agenda.

Miscellaneous buildings that include electrical, mechanical or plumbing utilities

1. If mechanical, electrical or plumbing is included, PZ Chairman will also forward 2 sets of plans to the Town clerk who will then forward them to the Town building inspector for plan review, approval and fee assessment.
2. Councilman over building permits will receive the PZ-approved building permit package and all supporting information as well as the inspector-reviewed plans and present PZ-approved application package to Town Council at a regular scheduled council meeting for final approval (held 4th Tuesday of each month).
3. Councilman over permits will calculate fees on approved application and notify applicant of the amount due.
4. After final approval is given by the Town Council, the applicant will have 60 days in which to obtain the permit by paying all required fees. The application will become null and void if the permit has not been obtained within the prescribed 60-day period. It is the responsibility of the applicant to confirm permit approval by the Town and to obtain the permit.
5. Permit will be issued after receipt of all fees due to the Town.
6. For Miscellaneous buildings that have water/power, building Inspector will be notified that a permit has been issued (Name & Number on permit). Inspector maintains a log of inspections for each permit. Applicant will notify Councilman over Permits who will then arrange inspections by Town Inspector (**notify Town 3 days before desired inspection is needed**). Pursuant to state code, no longer than 180 days can transpire without substantial progress being made on building after the permit has been issued - substantial progress being defined as an inspection or partial inspection being called for.
7. When FINAL INSPECTION is completed, Inspector will notify Town and sign APPROVAL Form.

NOTES:

1. Building construction must allow for Town Council approval at monthly meeting prior to ANY construction. If building construction is commenced prior to approval, a fine will be imposed.
2. Any questions regarding the procedures for building permit application should be directed to the Town Clerk.