NOTE: This checklist is not an exhaustive listing of details regarding issuance of a building permit. Please read entire checklist before beginning. If there are any questions, contact:

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

The Residential 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 application must be POSTMARKED 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.

Notes:
1. NO temporary power will be installed until and unless a Town building permit is obtained.
2. 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.

COMPLETED Application and ALL checklist information MUST be sent by applicant through the US Postal Service (mail) to: Town of Cedar Fort, Attn. Town Clerk, PO Box 389, Cedar Fort, UT 84013

CHECKLIST

1. ( ) Zone – What is the zone for this parcel? __________________
2. ( ) Ownership - Home construction requires a copy of warranty deed granting fee simple title to the land with identifying parcel number for documentation.
3. ( ) **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 ft.:  
   a) ( ) Cedar Fort Irrigation Company (irrigation ditches, even if overgrown)  
      (a) Is there an Irrigation Company easement? [ ] Yes [ ] No  
   b) ( ) Are there utility easements not Town owned/controlled? [ ] Yes [ ] No  
   c) ( ) Other easements? [ ] Yes [ ] No

4. ( ) **Water** - Evidence of an approved culinary water source:  
   a) ( ) Town of Cedar Fort culinary water connection with accompanying notarized document to confirm ownership (alternate: State approved water right deeded to Town, as per Town Ordinance CFO-414-CE-2008). Water meter will be removed by the Town if a Certificate of Occupancy is not obtained PRIOR to occupancy., OR;  
   b) ( ) State approved well/culinary water source, AND  
   c) ( ) State approved water test with Certificate of Analysis and documentation.  

   NOTE: Building Permit will not be granted until water is flowing and approved. Approval from State may take up to 6 months.

5. ( ) **Septic System** –  
   a. ( ) Soil Evaluation Test and approval document,  
   b. ( ) County-approved septic system design, and  
   c. ( ) Inspection and signed approval of Sewage Facility portion of Cedar Fort Building Permit Application by County Health Department.  

   NOTE: Utah County requires a Soil Evaluation test for septic systems (Cedar Fort currently does not have a sewer system). Please call Utah County Environmental Health at 801-851-7527. Applicant will need to fill out an application, dig the test hole, and have the department witness the test and approve the septic system design and installation. This may be a lengthy process.

6. ( ) **Fire Protection** - Any structures not within 400’ of Town fire hydrant shall include full-house sprinkler system per NFPA 13D. Town water system may also be extended at owner’s expense, if feasible. Owner assumes all risks for fire protection beyond hydrant protection. Refer to Fire Chief for any questions.

7. ( ) **Setbacks and height** on residence – Refer to latest version of Cedar Fort Zoning Ordinance for specific requirements, see next page for examples:  
   a) ( ) Front setback –from front of structure to front property line  
   b) ( ) Rear yard setback –from rear of residence to rear property line  
   c) ( ) Side setback –  
   d) ( ) Building height (Max.) – 30’ to roof ridge  
   e) ( ) Minimum dwelling size –on main level  
   f) ( ) Minimum Lot Width (Fronting on a public street)
8. **Access** to public street/road. ALL construction must be built on a parcel, abutting a public road, that DOES or WILL meet or exceed Cedar Fort's standard road width of 56' or greater.

All roadway land deeded to the Town of Cedar Fort shall have the following paid, by the deeding party, to the county treasurer before said land shall be deeded:
1. Any property tax due on said land which shall include, but not limited to, any Greenbelt rollback taxes and any fees and interest assessed to such taxes.
2. Any liens that may be applied to said land.
3. Any other fees and/or interest assessed to said land, including recording fees.
4. Documentation from county treasurer, stating that no moneys are due, will be required before land will be deeded.

   a) (   ) Warranty Deed granting fee simple title to the Town (if applicable) with all fees paid.
   b) (   ) Permit from UDOT if accessing property from State Road 73.

9. **Two sets of PLOT PLANS and One set of Electronic plans** showing all dimensions and details of the parcel in question as well as any other parcels if this is part of a subdivision. (If a subdivision, it must meet State and Town requirements, and have Town approval prior to submitting for permit approval.). Size of drawings shall be 22" x 34" or 24" x 36".

   a. (   ) Plot plan shall include Parcel Map or survey showing Corner Elevations and any other unusual contour or drainage features. Areas that drain onto adjacent properties shall include a drainage plan showing any retention ponds, berms or other flood control measures.
   b. (   ) The plot plan shall also include locations of all utilities (existing or planned) on or adjacent to the property.
   c. (   ) Location of proposed/planned structures, as well as present structures and easements, must be shown and dimensioned on the drawings.
10. ( ) **Two sets of BUILDING PLANS**  Size of drawings shall be 22" x 34" or 24" x 36" - Complete package must include a minimum of:
   a) ( ) Floor plan (all levels),
   b) ( ) Footing/foundation,
   c) ( ) 4 elevations – Front, Rear, Left Side, Right Side,
   d) ( ) Roof plan,
   e) ( ) Section views and notes,
   f) ( ) Floor and roof framing plans,
   g) ( ) Electrical plan and details.
   h) ( ) Mechanical plan and details – Water, Sewer
   i) ( ) 2 complete sets of engineered drawings stamped by a professional engineer licensed in the State of Utah.

11. ( ) **Building Permit Application** completed and signed.

12. ( ) **Deposit** - of $500 (cashier check / money order only) made payable to: Town of Cedar Fort.

13. ( ) **Signature** - I certify that the above information is true, correct and complete, to the best of my knowledge.

   __________________________________________       ______________________
   Signature of applicant                             Date

Residential Building permit associated costs

1. Town filing fee - $150
2. Plan review and inspection fees - cost based on inspections (per Building Code)
3. Impact Fees / supplemental charges - based on type/category (see Town Ordinance)

For Town Use only

   Checklist
   Approved ( ) YES, Date ________________ By ________________________________
   Town Clerk
   Date Application postmarked ____________ Date received by Town ________________

**Approval Information** - After final approval is given by the Town Council, building permit will be issued after receipt of all fees due to the Town. The applicant will have 60 days in which to obtain the building permit; otherwise, the application will become null and void and the deposit will not be refunded. It is the responsibility of the applicant to confirm building permit approval by the Town and to obtain the building permit.
INSPECTION PROCEDURE INFORMATION

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](http://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 Certificate of Occupancy.

6. Town will supply applicant with a copy of Certificate of Occupancy.

7. Town Clerk will notify County of final inspection for tax purposes.
RESIDENTIAL Building Permit Procedure

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

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 postmarked by 5 PM on the FIRST TUESDAY in order for it to be on the agenda. Inform applicant that the approval process may take 1-2 months after all of the checklist items are completed and the application has been submitted.

1. Applicant can pick up this Residential Building Permit Checklist (attached) and a Building Permit Application from the Town Clerk by appointment or from the Town website – townofcedarfort.com.
2. Town Clerk will review requirements with applicant and enter permit application into permit log.
3. COMPLETED Application and ALL checklist information will be sent by applicant through the US Postal Service (mail) to: Town of Cedar Fort, Attn. Town Clerk, PO Box 389, Cedar Fort, UT 84013
4. Town Clerk will review the application and documentation for completeness.
5. The application is then forwarded to the Planning and Zoning (PZ) Chairman or designee 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.
6. Town Clerk will forward scanned copy of Building Permit Application, completed checklist, warrantee deed for property, water approval, septic system approval and electronic copy of plot plan 3 days before the PZ meeting. This package of documents will be sent to members of PZ and Town Council.
7. Planning and Zoning will review the package to verify completeness and compliance with Town Ordinances and approve if complete and there are no issues.
8. Town Clerk will forward information (sprinkler plans, new residence location and any other fire protection related information) to the Fire Chief for his approval.
9. Town Clerk will also forward 2 sets of plans and Building Permit to the Town building inspector for plan review, approval and fee assessment. Town Clerk will forward the reviewed plans to Councilman over building permits prior to Town Council meeting.
10. Town Clerk will forward other documentation along with deposit check to Councilman over Building.
11. Councilman over building permits will present PZ-approved application package to Town Council at a regular scheduled council meeting for final approval (held 4th Tuesday of each month).
12. Councilman over permits will tabulate permit fees on approved application and notify applicant of the amount due.
13. After final approval is given by the Town Council, the applicant will have 60 days in which to obtain the building permit by paying all required impact and building fees. The application will become null and void if the building permit has not been obtained within the prescribed 60-day period and the deposit will not be refunded. It is the responsibility of the applicant to confirm building permit approval by the Town and to obtain the building permit.
14. Building permit will be issued after receipt of all fees due to the Town.
15. Building Inspector will be notified that a permit has been issued (Name & Number on permit). Inspector maintains a log of inspections for each permit. **When an inspection is needed, Applicant will notify Councilman over permits who will then arrange inspections by Town Inspector (notify Town 3 days before desired inspection).** 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.

16. When FINAL INSPECTION is completed, Inspector will sign Certificate of Occupancy.

17. Town will supply applicant with a copy of Certificate of Occupancy.

18. Town Clerk will notify County of final inspection for tax purposes.