

BUILDING PERMIT APPLICATION INFORMATION

TOWN OF LAKETOWN, 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. **ALL PROPERTIES** must be surveyed or existing survey markers must be flagged, and a copy of the SURVEY NARRATIVE FROM THE SURVEYOR.
2. ZONING CLEARANCE LETTER from the City or County Planning and Zoning Committee, or Home Owners Association, or Conditional Use Permit.
3. LEGAL DESCRIPTION of the property with Property Serial numbers from your Tax Notice (Available at the County Treasurer's Office).
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 State Engineer Office, 1780 North Research Parkway, Suite #104, North Logan, Utah (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)
9. Payment of **\$1000.00 Impact Fee** to Laketown Clerk. Checks made out to the Town of Laketown. (*Remodeling exempt from this fee*)

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.

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- 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 aggress 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 location 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.

- 10. 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 that will be working on the job.
- 11. A completed Application for a permit for the TOWN OF LAKETOWN, RICH COUNTY.

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 Building Inspector, Geo Peart at 435-881-9840