



FRANCIS CITY BUILDING PERMIT PROCEDURES

Pre-Application

Contact the Land Use Planner at 435-783-6236 to discuss any questions on your parcel concerning zoning, proposed use and setback and height requirements.

Application

The building permit application may be picked up from the City office at 2317 South Spring Hollow Road or online at www.franciscity.org Hours are Monday through Thursday, 8:00 AM to 4:30 PM. Contact Eric Averett, Building Inspector at 783-2151, for any building code questions. There is a \$25.00 application fee, which is collected when the application is picked up or submitted.

Submitting Application

Application should be submitted at the City office. Include with the application 2 sets of engineered plans and 2 site plans. Signature of Fire Chief. A non-refundable deposit is required at the time of application and will be credited toward the permit when paid or forfeited if plans are withdrawn. The application fees are as follows:

Standard Plans	\$200.00
Modular or manufactured homes	\$100.00
Other structures	\$75.00

After the plans are submitted they will be checked for zoning compliance and then forwarded to the Building Inspector who will review the plans and approve them. The inspector will also compute the building permit fee.

Signature of Fire Chief

Applicant must pay a fee to the Summit County Fire Department and obtain the signature of the Fire Chief Kent Leavitt before submitting application. Phone Number 435-640-4737

Issuance

When the permit is approved by the Building Inspector, the permit will be forwarded to the City office for issuance. The applicant will be notified that the permit is ready for issuance and apprised of the fees due. In addition to the building permit fee, the following fees must be paid prior to issuance of a building permit:

Water Impact Fee	\$2,543.00
Sewer Impact Fee	\$2,519.00
Park Impact Fee	\$179.00
Water Hookup (inc. meter)	\$250.00
Sewer Hookup	\$50.00
Road Bond	\$1,000.00

(Road bond is refundable at time of occupancy if there is no road damage)

In addition, for homes not built in an approved subdivision which has already supplied the water shares, the City requires one net acre-foot (after transferred into the well) of water for each building lot. Such shares must be from the South Kamas Irrigation or Washington Irrigation companies.

Any other items or applications, as required by any County or State Agency or by Francis City, must be received prior to issuance. Such items may include, but are not limited to, right-of-way encroachment, City-County Health Department approval, Fire Marshall approval, etc.

For homes built in the Wild Willow Subdivision, an approval letter from the homeowners' association is required before the permit is issued.

Inspections

Once a building permit is issued, the following inspections are required by the Building Inspector*:

(Please note: It is the builder's responsibility to schedule each inspection with the appropriate inspector at least 24 hours and up to three business days in advance of requested inspection.)

- A. Footings and setback (*forms must be inspected prior to concrete being poured*).
- B. Foundation (*forms must be inspected prior to concrete pour*).
- C. Underground Plumbing
Please call the office at 783-6236 for water and sewer line inspections when installed. If lines are covered before they are inspected, the City will require they be uncovered for said inspection.
- D. 4-way rough, includes frame, electrical, plumbing, and mechanical.

- E. Insulation.
- F. Sheet Rock.
- G. Final/Occupancy.

*Please note that there may be re-inspection required at any level.

At the time a meter is to be installed, the application for water and sewer service must be submitted to the City office. At least a 24-hour hour and possibly up to three business days' notice is required for such installation.

Certificate of Occupancy

Once the final inspection has been made, the Building Inspector will transmit the Certificate of Occupancy to the City Office for approval by the Public Works Department, the Fire Marshall, if required, and the Land Use Planner for final compliance.

Temporary Power

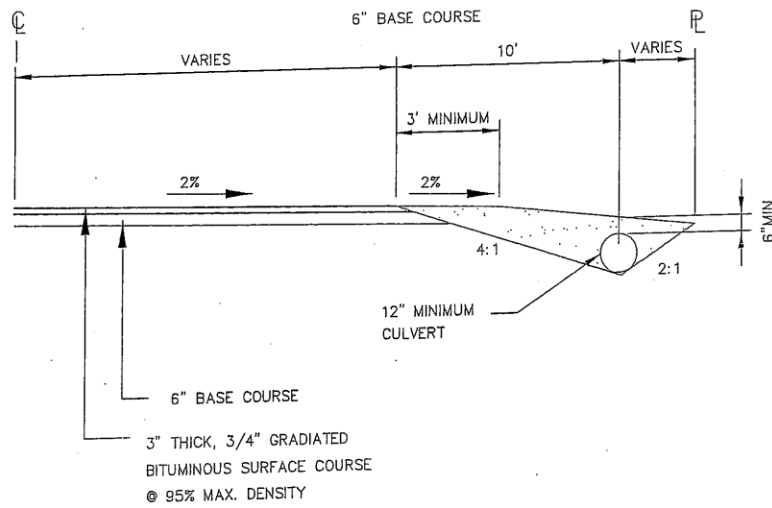
On new construction of dwellings or commercial buildings, temporary power must be obtained from Utah Power. The Building Inspector will notify Utah Power that permanent power is approved after the final inspection is passed.

Changes to Approved Plans

No changes shall be made to the approved plans without first submitting two copies of said changes. Changes which would alter the use, occupancy, setback, or height of the structure must be submitted to the Land Use Planner for review. After the Planner has determined that zoning approval can be given for the change(s), such changes shall be transferred to the Building Inspector for review of applicable building codes. Changes which do not affect zoning compliance may be submitted directly to the Building Inspector.

NOTE: Please check the location of water and sewer before starting construction so that the water meter etc. is not in the driveway.

[Driveway Approach without curb & gutter see attachment](#)



NOTES:

1. PROPERTY OWNER SHALL MAINTAIN A 2% GRADE FOR A MINIMUM OF 3 FEET BEYOND THE EDGE OF THE ROAD.
2. PROPERTY OWNER SHALL PROVIDE A 12 INCH MINIMUM CULVERT AS SHOW IN THE DRAWING.
3. DRIVEWAYS SHALL BE 1/4" BELOW THE EDGE OF ASPHALT.
4. SIDE SLOPE: 4:1 ON FILL, 3:1 ON CUTS UP TO 5' AND 2:1 THEREAFTER.

RESIDENTIAL DRIVEWAY APPROACH WITHOUT CURB & GUTTER

N.T.S.

FRANCIS TOWN
STANDARD DRAWING
STREETS 7