



Community Development Division  
20 North Main Brigham City, Utah 84302  
(435)-734-6604

# Information Sheet

Sheet No. 8  
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## Building Permits

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### When do I need a building Permit?

A building permit is required anytime you construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing.

### Where do I get the Application?

Brigham City Corporation has the information you will need to obtain a permit. It can be obtained in the Brigham City Offices 2<sup>nd</sup> floor across from the Mayor's office.

### How much is the cost?

The cost of a building permit is based on the valuation of the project. The price per square footage is obtained from the National Building Standards magazine.

An Application Fee of \$100.00 for a New Single Family Dwelling and large commercial projects and a fee of \$27.75 for all other projects are required at the time of plan submittal and will be credited towards the permit cost.

### Who is responsible to schedule inspections, and how do I schedule an inspection?

The owner or General Contractor is responsible to set-up all required inspections by calling 734-6604 at least **24 hours** before the requested time.

### What is required and how long does it take to get a building permit?

Two sets of drawings are required. Each set should include:

1. Site Plan/Plot
2. Plan Elevations
3. Floor Plan
4. Wall Section

These drawings must be first approved by the City Planner or designee and then reviewed by the building inspector. Please allow a minimum of two weeks for plan review and permit preparation.

### Can I do my own work?

State Law allows the homeowner to do any work on his house, but he/she must own and live in the house. The state Law does not allow friends or family to come and do the work for you. Questions regarding this should be made to the Department of Professional Licensing at 1-801-530-6628 or toll free 1-866-275-3675.