

# WEST BOUNTIFUL - BUILDING PERMIT APPLICATION

<b>WEST BOUNTIFUL - BUILDING PERMIT APPLICATION</b>		Receipt No.	Date Issued	Permit No.
		Square Ft. of Building		Valuation
<i>BECOMES PERMIT WHEN SIGNED</i>		<input type="checkbox"/> Rough Basement <input type="checkbox"/> Finished Basement		
*Date of Application	Date Work Starts	Garage sq. ft.	Carport sq. ft.	
*Proposed Use of Structure		Building Type	Occ. Group	R. Value
		Type of Construction:		<input type="checkbox"/> Frame <input type="checkbox"/> Brick Var. <input type="checkbox"/> Brick <input type="checkbox"/> Block <input type="checkbox"/> Concrete <input type="checkbox"/> Steel
*Bldg Address	Assessors Parcel No.	Max Occ. Load		Fire Sprinkler: yes/no
*Address Cert No.	*Lot No.	<b>BUILDING FEE SCHEDULE</b>		
*Subdivision Name/Number	*Property Location	Building Fees	\$	
If metes and bounds see instructions	*Total Property Area in Acres (sf)	Plan Check Fees	\$	
Total Bldg Site Area Used	*Owner of Property		Subtotal	\$
Phone	*Mailing Address	*E-mail Address	Police Impact Fee	\$
*Business Name Address		Business License No	Park Impact Fee	\$
*Architect or Engineer	Phone		Water Connection Fee	\$
*General Contractor	Phone		Water Impact Fee	\$
*Business Address - City - Zip	*State License No.		Storm Drain Impact Fee	\$
*Electrical Contractor	Phone		State Fee	\$
*Business Address - City - Zip	*State License No.		Construction Bond	\$
*Plumbing Contractor	Phone		Water Use Fee	\$
*Business Address - City - Zip	*State License No.		Street Impact Fee	\$
*Mechanical Contractor	Phone		Public Safety (Fire) Impact Fee	\$
*Business Address - City - Zip	*State License No.		Less Refundable Deposit	\$ (            )
*Previous Usage of Land or Structure (Past 3 yrs.)		<b>Total</b>		\$
*Dwell. Units Now on Lot	*Accessory Bldgs. Now on Lot		Comments:	
*Type of Improvement/Kind of Construction				
<input type="checkbox"/> Sign <input type="checkbox"/> Build <input type="checkbox"/> Remodel <input type="checkbox"/> Grading/SWPPP <input type="checkbox"/> Mechanical <input type="checkbox"/> Addition <input type="checkbox"/> Electrical <input type="checkbox"/> Demolish		<i>This application does not become a permit until signed below</i> Plan Check OK by:		
*No. of offstreet parking spaces:		Covered	Uncovered	Signature of Approval
SUB-CHECK		Zone:	Date	
<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved		Zone Approved By:		This Permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, including City SWPPP compliance. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.
Date		Plot Plan		
Minimum Setbacks in Feet Front: _____ Side: _____ Side: _____ Rear: _____		Prop. Line (    ) Prop. Line (    ) House or House & Garage If Attached (    ) (    )		
*Indicate Street if Corner lot		Indicate North		
		Signature of Contractor/Authorized Agent		Date
		Signature of Owner (if applicable)		Date
		Census Tract.	Traffic Zone	



# BUILDING PERMIT APPLICATION PROCEDURES AND CONSTRUCTION REQUIREMENTS

## **A. Building permits are required for any construction or modification to existing structures except:**

1. Work such as painting, papering, driveway, replacing shingles, windows, water heater or furnace, and finish work.
2. One story accessory structures less than 200 square feet that does not have utility services nor require fire protection. (15.08.020).

## **B. Application for a building permit MUST include:**

1. Completed Building Permit Application form.
2. Deposit: \$1000 - Residential/Commercial; \$100 – Solar and Accessory Structures; \$500 - Tenant Finish; \$75 - Signs. *Deposits must be paid by check or cash – no credit cards are accepted.*
3. Two (2) 11 x 17” copies of the required drawings identifying the work to be performed.
4. Two (2) 11 x 17” copies of the site plan.
5. Two (2) copies of the structural calculations if any structural work is to be completed.
6. Two (2) copies of plumbing calculations and an energy analysis if additional space is added or changes are proposed affecting the structures’ heating and cooling system performance (new windows, doors, insulation, etc.) are to be made. (Res Check, Manual J and Manual D calculations).
7. Architectural Review approval if applicable (Historic District, HOA).
8. For Solar – South Davis Metro Fire Project Clearance Review approval.

Once the above criteria are met, the City will begin review of the application.

## **C. City Permit Review**

1. The zoning official reviews the plans for conformance with zoning regulations.
2. The building official reviews the plans for Building Code conformance.  
These reviews may often require changes and resubmitted plans by the applicant.
3. Following approval by the Building Official, building fees and plan check fees are calculated based on the City’s Fee Schedule, and are added to the Application. The typical fees include:

- a. Water Impact Fee;
  - b. Park Impact Fee;
  - c. Police Fee;
  - d. Street Impact Fee;
  - e. Storm Drain Impact Fee;
  - f. Water Use and Water Right Fee ;
  - g. Public Safety Impact Fee (Fire);
  - h. Public Improvement Bond as required by City Engineer (refundable);
  - i. Public Improvement Bond, Architectural Bond and Review fee for construction in the Historic District.
4. When the Applicant picks up the Permit, the balance owing must be paid (by check or cash) and one set of approved plans is returned to the applicant. If the deposit is more than the permit total, the City will reimburse the applicant the difference within a timely fashion.
  5. Upon the Applicant activating the building permit, the builder may begin construction and schedule inspections.
  6. **Inspections are scheduled by contacting the building official at 1-800-560-6151 – Please reference Permit Number when scheduling.** Inspection requests one to two days in advance can generally be accommodated. DO NOT expect an inspection the same day the request is made. A list of the required inspections is included with the building permit.
  7. A Final Inspection and approval by the building inspector is required prior to occupying a new structure.
  8. An Improvement Bond release inspection can be requested following the final building inspection and completion of all front landscaping. (801-292-4486) Upon inspection and approval by the Public Works Dept. to release the bond, the bond proceeds will be remitted to the party who posted the bond, within a timely period.
  9. If the Applicant wishes to cancel his Permit before it is activated, the City will reimburse the Applicant the difference between the Applicant's deposit and the City's cost for the plan check.
  10. There is no refund of building permit fees once the permit has been issued, even if the work has not been completed.
  11. A building permit is null and void if :
    - a. Work does not begin within 180 days of the permit being issued;
    - b. Work is suspended, abandoned or ceases for 180 days any time after work commences;
    - or
    - c. It has been 180 days since the last inspection.

## **D. Construction Requirements**

1. Design Criteria:
  - Roof Snow Load: 30 lbs
  - Wind: 110 mph
  - Frost: 30 inches
  - Seismic: D-2 or E depending on site
  - Hard Water: 12.1 grains
  - Fluoride: 0.7 parts per million
2. All public sidewalks which extend through a drive approach must be six inch (6") thick concrete in residential applications and eight inch (8") thick in commercial applications over compacted road base.
3. Residential drive approaches are to be located a minimum of four feet (4') from a property line with a maximum width of thirty-two feet (32').
4. Staging of dumpsters and building materials within the city right-of-way is prohibited.
5. Water meters cannot be located in a driveway.
6. Construction of curb, gutter and sidewalk where it does not currently exist may be a condition of a building permit approval.
7. For Building Permit applications which require a Public Improvement Bond, the repair of extraordinary damaged sidewalk or gutter may be a condition of the building permit approval.
8. For Building Permit applications on vacant property or property without a dwelling structure, repair of all damaged sidewalk or gutter may be a condition of building permit approval.
9. Compliance with the City's Storm Water Pollution Prevention Program is required for all construction. This includes:
  - a. Prohibition of staging erodible materials in a manner that will not prohibit erosion.
  - b. Use of gravel or other non-erodible material can be used to protect curb or sidewalk while crossing with heavy equipment.
  - c. Storm drain inlet protection, silt fence and other erosion control best management practices is required.
  - d. Tracking of mud on city streets is prohibited.
  - e. Storm water runoff to neighboring properties outside of approved drainage patterns is prohibited.
  - f. Inspections may be withheld and fines levied for non-compliance.

# MEMORANDUM



**TO:** Solar Providers

**DATE:** October 27, 2016

**FROM:** Ben White, City Engineer

**RE:** Building Permit Process for Solar Array Installation Applications

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South Davis Metro Fire Agency (SDMF) is requesting that all solar array installation requests be submitted for their approval prior to obtaining a building permit from the municipality's building department. Therefore, effective immediately, all solar array applications are to be submitted and receive approval from the SDMF prior to submitting a building permit application to the City. Once approval from SDMF is received, please submit the approval to the City together with the balance of the building permit application.

Please submit the following with all applications:

1. Name of the Project/Residence/Business
2. Physical address of the Project including which city the project is located in
3. Contact information for the solar installation company including address, phone number, email address, designer's and installer's names.
4. Aerial site plan, preferably with a satellite image (google maps) at a scale  $\frac{1}{4}''=1''$  or larger which clearly indicates the location, nature and extent of the proposed work.
5. Location of the panels on the structure including setback distances from the roof ridge, sides, and any roof projections (chimney, skylights, etc)
6. The location of the main shut off for the array, including what identification signs will be used
7. Solar system array, designed by a Utah licensed engineering, showing the type of PV system being installed (a/c, d/c, grid-tie, battery, stand alone, etc.)
8. Stamped engineer letter certifying inspection of roof loading detail (if roof mounted array)

Casey T. Vorwaller, Fire Marshal  
South Davis Metro Fire  
255 S 100 West  
Bountiful, UT 84010  
801-677-2407  
[cvorwaller@sdmetrofire.org](mailto:cvorwaller@sdmetrofire.org)

# TYPICAL RESIDENTIAL BUILDING INSPECTIONS



This checklist is intended to provide general guidelines to assist home builder inspection might be required. The list is not inclusive and does not include all possible applications. This list should never be used as a replacement for the International Residential Code (IRC). It is the responsibility of the builder to ensure proper compliance with local, State and Federal laws related to the construction of homes.

1. **TEMPORARY POWER:** A temporary power panel should be set in the ground with proper grounding prior to requesting inspection. Rocky Mountain Request number is required.
2. **FOOTING:** When the footings are dug, formed, subgrade compaction complete and rebar in place the footing is ready for inspection. Inspection must occur prior to concrete placement. Zoning setbacks are also checked at this time.
3. **FOUNDATION:** When foundation walls are formed, rebar, vents, door or window jams are in place, the foundation is ready for inspection. Inspection must occur prior to concrete placement.
4. **UNDER FLOOR INSPECTION:** There is often plumbing, electrical, drains, vents and other items which require testing and inspection prior to backfilling and burying.
5. **EXTERIOR AND SHEAR WALLS:** Inspect that anchor bolts, tie downs and other connectors are properly installed, verify proper sheathing thickness, nailing requirements and structural members installation prior to being covered by weatherproofing, insulation, drywall or other materials.
6. **4 WAY INSPECTION:** The 4 way inspection includes all the electrical prior to installing fixtures, plumbing prior to installing fixtures, HVAC installation, gas piping, venting and framing of the structure.
7. **SHOWER PAN:** When a standalone shower is installed, the shower pan must be inspected prior to tiling.
8. **INSULATION:** Wall and attic insulation must be inspected prior to covering.
9. **SHEET ROCK:** Sheet rock is inspected for fire rating in garage or other fire rated areas and for water resistant board installation in wet areas. Sheet rock in other areas does not require an inspection.
10. **WEATHER BARRIER:** This inspection includes weather barrier, windows, door and other flashing prior to construction of exterior facades such brick, stucco or siding.
11. **STUCCO LATHE:** A lathe inspection is required on homes where stucco is applied.
- 12: **FINAL INSPECTION:** Final inspection includes among other things house numbers, grading, decks, stairs, hand rails, exterior penetrations, electrical GFI, HVAC and plumbing fixture installations, smoke alarms, ingress/egress requirements, and fire suppression systems. A Rocky Mountain Power Request number is required to approve the permanent power meter installation.
13. **BLOWER TEST:** Test which demonstrates that cracks and air voids have been properly sealed.

# Complying with the International Energy Conservation

## Code adopted by Utah

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**Provide sealing of the building thermal envelope for leakage by one of the requirements below, the requirements shall be indicated on the plan.**

**(A) Blower door test for building envelope at final with a maximum air leakage of 5 air changes per hour. Testing shall be conducted by an approved third party. A written report of the results of the test shall be signed by the party conducting the test and provided to the code official.**

**(B) Meeting all the critical requirements below:**

A continuous air barrier shall be installed in the building envelope.

Exterior thermal envelope contains a continuous air barrier.

Breaks or joints in the air barrier shall be sealed.

Air-permeable insulation shall not be used as a sealing material.

The air barrier in any dropped ceiling/soffit shall be aligned with the insulation and any gaps in the air barrier sealed.

Access openings, drop down stair or knee wall doors to unconditioned attic spaces shall be sealed.

Corners and headers shall be insulated and junction of the foundation and sill plate shall be sealed.

The junction of the top plate and top of exterior walls shall be sealed.

Exterior thermal envelope insulation for framed walls shall be installed in substantial contact and continuous alignment with the air barrier.

Knee walls shall be sealed.

The space between window/door jambs and framing and skylights and framing shall be sealed.

Rim joists shall be insulated and include the air barrier.

Insulation shall be installed to maintain permanent contact with the underside of subfloor decking.

The air barrier shall be installed at any exposed edge of insulation.

Where provided in lieu of floor insulation, insulation shall be permanently attached to the crawlspace walls.

Exposed earth in unvented crawl spaces shall be covered with a Class I vapor retarder with overlapping joints taped.

Duct shafts, utility penetrations and flue shafts opening to exterior or unconditioned space shall be sealed.

Insulation bats in narrow cavities shall be cut to fit, or narrow cavities shall be filled by insulation that on installation readily conforms to the available cavity space.

Air sealing shall be provided between the garage and conditioned spaces.

Recessed light fixtures installed in the building thermal envelope shall be air tight, IC rated and sealed to the drywall.

Bat insulation shall be cut neatly to fit around wiring and plumbing in exterior walls or insulation that on installation readily conforms to available space shall extend behind piping and wiring.

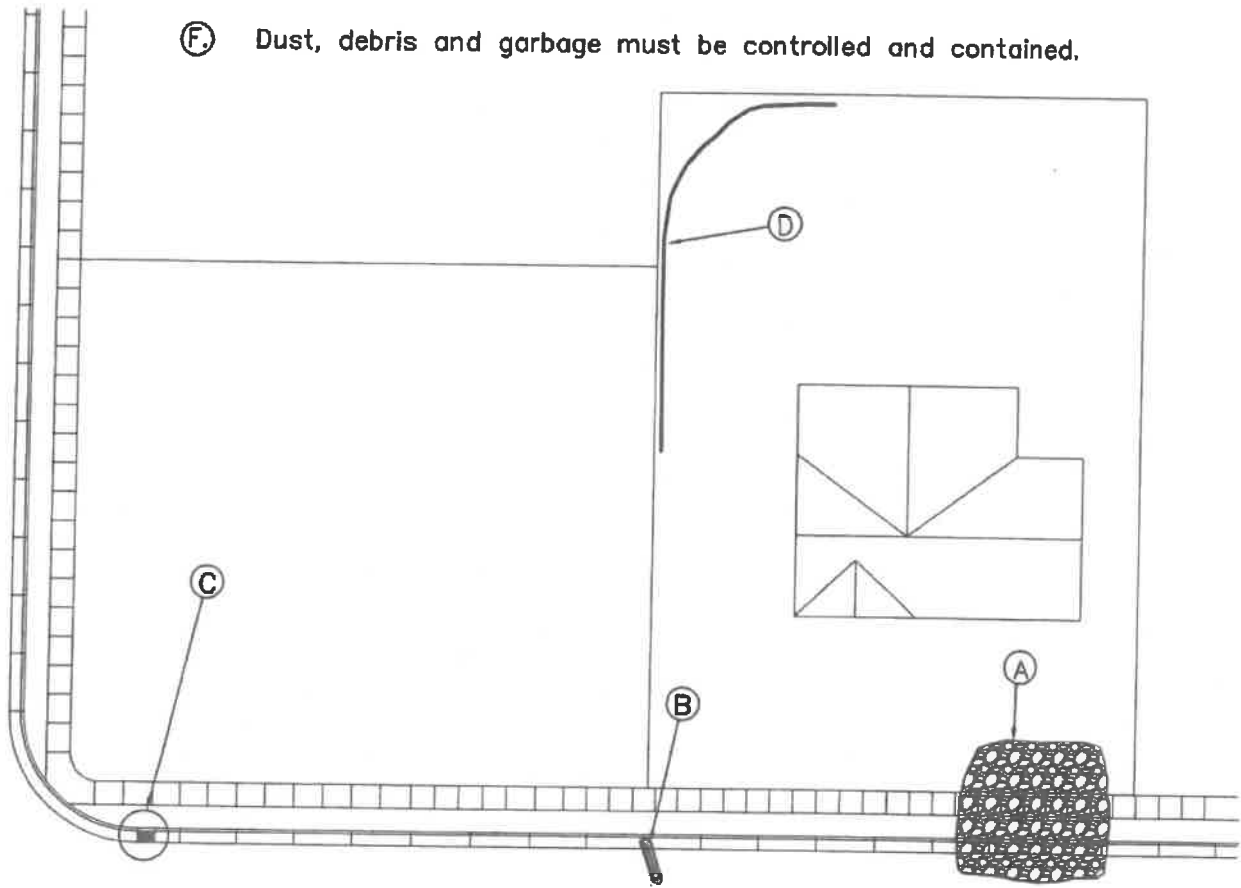
Exterior walls adjacent to showers and tubs shall be insulated and the air barrier installed separating them from the showers and tubs.

The air barrier shall be installed behind electrical or communication boxes or air sealed boxes shall be installed.

HVAC register boots shall be installed on fireplace walls. Fireplaces shall have gasketed doors.

(The builder may certify compliance to the criteria with a 3<sup>rd</sup> party certification for items not inspected during regularly scheduled inspections.)

- (A) Clean, free draining material (gravel 1/2" diameter or larger) is required for concrete protection. No native or imported soil is allowed.
- (B) Gravel sock or equivalent silt barrier is required at the property line.
- (C) Inlet protection such as a filter fabric under the grate is required if storm drain inlet is within 250 feet of lot line.
- (D) Silt fence is required on the down hill side of lot as necessary to prevent the discharge of soil material from the site.
- (E) Inspection will not occur if site is not in SWPPP compliance. Fines for tracking mud or the discharge of soil materials is \$299 per occurrence.
- (F) Dust, debris and garbage must be controlled and contained.



## TYPICAL EROSION PREVENTION

REVISED 2/13

PLAN 126 SP





**South Davis Sewer District**

*Mailing Address:*  
PO Box 140111 • Salt Lake City, Utah 84114-0111

*Office Location:*  
1800 West 1200 North • West Bountiful, Utah 84087

*Phone (801) 295-3469 • Fax (801) 295-3466*

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**WELCOME NEW CONSTRUCTION**

We want to welcome you to the SOUTH DAVIS SEWER DISTRICT and would like to remind you that Building Sewer/Lateral permits are not part of the Building Permit issued by the City. The District is a separate entity and not affiliated with the City or other utilities. Please make application for new sanitary sewer service as follows:

Name: South Davis Sewer District  
Office Address: 1800 West 1200 North, West Bountiful, UT  
Mailing Address: PO Box 140111, Salt Lake City, UT 84114-0111  
Telephone: (801) 295-3469  
Office Hours: 8:00 am to 4:30 pm, Monday through Friday

Residential Impact Fee:	\$1,596.00
Inspection Fee:	<u>\$ 30.00</u>
Total	\$1,626.00*

\*We do not accept Credit or Debit cards.

\*Call for non-residential impact fee schedule.

We look forward to hearing from you.