



## Francis City Residential & Commercial Building Permit Submittal

Your application will not be accepted without all items.

No Deferred Submittals

\_\_\_\_\_ **Application Fee** - \$25.00

\_\_\_\_\_ **Deposit Fee** –

Standard Plans \$200.00

Modular or manufactured homes \$100.00

Other structures \$75.00

\_\_\_\_\_ **Two** copies of building plans

\_\_\_\_\_ **Two** copies of site plan showing all existing and new construction showing setbacks for front, back and sides, show height of building.

\_\_\_\_\_ **Two** copies of Engineering structural calculations. All engineering is to be stamped and signed. Truss calculations to be reviewed and stamped per Engineer of Record

\_\_\_\_\_ **Two** copies of RES *check* (Mechanical Check) Blower door certificate required for Certificate of Occupancy

\_\_\_\_\_ **One** copy of signed Project Clearance Form from Summit County Fire District (Fire Chief Kent Leavitt 435-640-4737)

\_\_\_\_\_ Water Shares turned in (New homes not in subdivisions)

\_\_\_\_\_ Signed Water & Sewer Service Agreement with copy of Drivers License

\_\_\_\_\_ For homes built in a Subdivision with an HOA, an approval letter from the homeowners' association is recommended

\_\_\_\_\_ Email address \_\_\_\_\_.

I certify that I have included all of the above in my permit submittals.

Applicant Signature: \_\_\_\_\_ Received by \_\_\_\_\_

Date Received \_\_\_\_\_



## FRANCIS CITY BUILDING PERMIT PROCEDURES

### **Pre-Application**

Please review the information available on our website concerning zoning, proposed use, setbacks and height requirements. Contact the Land Use Planner at 435-783-6236 for any additional questions.

### **Application**

The building permit application may be picked up from the City office at 2317 South Spring Hollow Road or online at [www.francisutah.org](http://www.francisutah.org). Hours are Monday through Thursday, 8:00 AM to 4:30 PM. Contact Cooper Wade, Building Inspector at 435-293-3310, for any building code questions or inspections. 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 each of Engineered Plans, Engineering Structural Calculations, Mechanical Check, Site Plan, Signature of the 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 deposit 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 \$5,209.00  
Sewer Impact Fee \$2,223.00  
Park Impact Fee \$425.00  
Road Impact Fee \$1,547  
Water Hookup (includes meter) \$500.00  
Sewer Hookup \$50.00  
Road Bond \$1,000.00 (refundable)

- a. Road bond is refundable at time of occupancy if there is no road damage and driveway approach meet City standard
- b. Road bonds may not be approved when there is snow or debris on the road and/or driveway
- c. Submit in writing to the Francis City office a request for the road bond. Include name and physical address

In addition, for homes not built in an approved subdivision which has already supplied the required water, the City requires a net 0.45-acre feet (could change without notice) of wet water for indoor culinary use for each equivalent residential unit and a net three-acre feet of wet water for outdoor use of each one acre of land in the parcel. For purposes of this total acreage calculation, the City shall exclude the acreage to be covered by the footprint of the proposed permanent structures and the driveway. Wet water is defined as water rights in quantity, quality, duration, and availability as determined by the Utah State Engineer sufficient when connected to culinary use to meet the required amount.

Any other items or applications, as required by the County, State Agency, or 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 a Subdivision with an HOA, an approval letter from the homeowners' association is recommended.

## 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 Luke Thomas Public Works at 435-753-6236 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. Weather Barrier and Shear Walls**

**E. 4-way rough**, includes frame, electrical, plumbing, and mechanical.

**E. Insulation.**

**F. Sheet Rock.**

**G. Final Inspection / Certificate of Occupancy.** (NO Temporary Occupancy)

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

At the time a water 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. Call Luke Thomas Public Works to schedule meter installation.

**DO NOT CONNECT TO CITY WATER OR SEWER WITHOUT CITY APPROVAL**

### **Certificate of Occupancy**

Once the final inspection has been made, the Building Inspector will sign the Certificate of Occupancy at the bottom of the final inspection report.

### **Temporary Power**

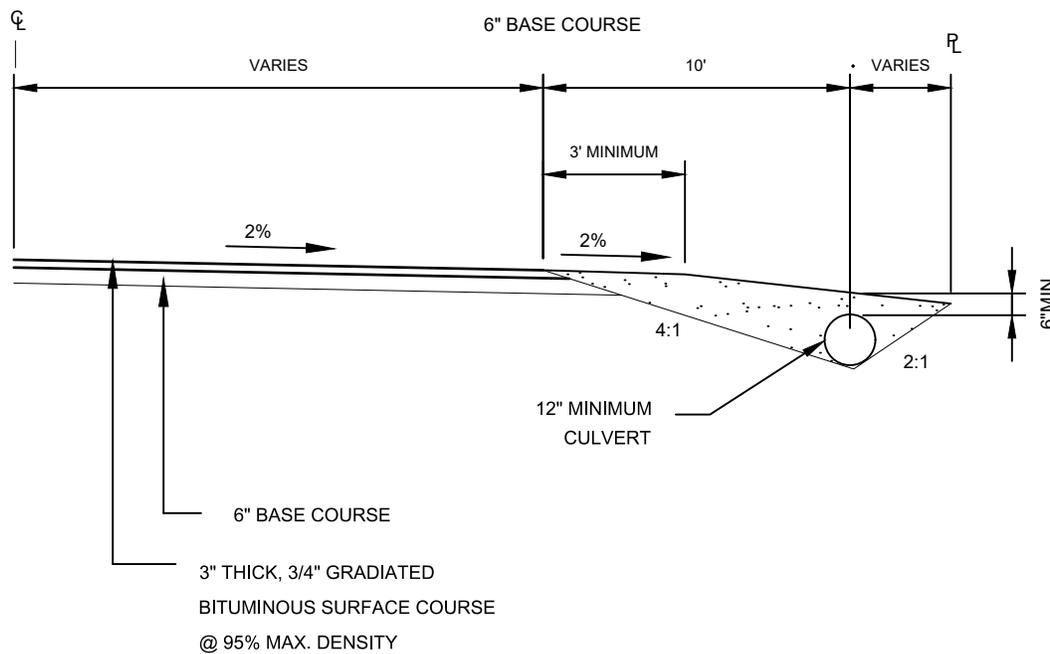
On new construction of dwellings or commercial buildings, temporary power must be obtained from Rocky Mountain Power. The Building Inspector will notify Rocky Mountain Power that permanent power is approved after the final inspection is passed.

### **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 City 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**

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DATE:  
APRIL 2018  
HORROCKS ENGINEERS  
728 WEST 100 SOUTH #2  
HEBER CITY, UTAH 84032  
(435) 654-2226



**FRANCIS CITY  
STANDARD DRAWINGS**

STREETS - 8



**Agreement to Receive Water and Sewer Service from Francis City**

Owner's Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone # \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Phone # \_\_\_\_\_

**Paperless Billing:**     Yes     No

**Attach a copy of Owner's driver license.**

I hereby request that the City of Francis provide water and sewer service to the property described above. I certify that I am the owner of the property. I agree to pay the billings for all water and sewer service for this property on or before the due date. I acknowledge that payment for all water and sewer service is my responsibility, whether I live at the property myself, and whether I am renting the property to someone else. Francis City's acceptance of payment on this account by someone else does not relieve me of ultimate responsibility for the account. In addition to payment for water and sewer service, I also agree to pay all late charges and past due interest assessed to this account based on failure to pay in a timely manner. I acknowledge that Francis City has the right to turn off the water and/or sewer service to the property for non-payment, and to charge late fees and collection fees up to 40% and any Attorney fees or Court cost. And to lien the property to collect any unpaid amounts. I understand that failure to pay any outstanding charges on the account may delay or prevent sale of the property if there are unpaid amounts pending at the time of the proposed sale.

AGREED TO BY:

\_\_\_\_\_  
Signature of Owner/Owners

\_\_\_\_\_  
Date Signed

**PLEASE RETURN COMPLETED FORM TO THE CITY OFFICE OR EMAIL TO MANDY.C@FRANCISUTAH.ORG**

Notes (office use only):

Meter Read: \_\_\_\_\_

New Account Number: \_\_\_\_\_

- Francis City - 2317 South Spring Hollow Road, Francis, UT 84036
- Phone 435-783-6236 - Fax 435-783-6186
- Website: [www.francisutah.org](http://www.francisutah.org)

# FRANCIS CITY BUILDING PERMIT APPLICATION

PHONE (435) 783-6236 NOTE: 24 hours notice is required for all inspections

Application Fee \$25

Owner of Property			Phone
Mailing Address			City
Bldg. Address			
Proposed Use of Structure			Assessors Parcel No.
Lot #	Plat	Subd. Name	
Property Location			<input type="checkbox"/> If metes and bounds, attach description
Total Property Area in Acres or Sq. Ft.			Total Bldg. Site Area Used
Date of Application			Date Work Begins
Previous Use of Land or Structure			
Dwell Units Now on Lot			Accessory Bldgs. Now on Lot
Type of Improvement/Kind of Const.			
<input type="checkbox"/> Sign <input type="checkbox"/> Build <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Convert Use <input type="checkbox"/> Demolish			
No. Of Offstreet Parking Spaces:		Covered	Uncovered
Architect or Engineer			Phone
Business Name-Address			Business Lic. No.
General Contractor			Phone
Business Address			State Lic. No.
Electrical Contractor			Phone
Business Address			State Lic. No.
Plumbing Contractor			Phone
Business Address			State Lic. No.
Mechanical Contractor			Phone
Business Address			State Lic. No.

Date Issued		Permit Number
Square Ft. of Building	Validation	
Other Floor	Building Fee	
<input type="checkbox"/> Finish Basement	Plan Check Fees	
Carport Sq. Ft.	Electrical Fees	
Garage Sq. Ft.	Plumbing Fees	
Other	Mechanical Fees	
Type of Bldg.	Demo	
No. of Dwellings	No. of Bldgs.	Temp Conn
No. of Stories		Reinspection
Occ. Group	1% Surcharge	
Type of Construction	Subtotal	
<input type="checkbox"/> Frame <input type="checkbox"/> Brick Ven. <input type="checkbox"/> Log	Water Impact	
<input type="checkbox"/> Brick <input type="checkbox"/> Block <input type="checkbox"/> Concrete <input type="checkbox"/> Steel	Sewer Impact	
Max Occ. Load	Park Impact	
Roof Snow Load                    psf	Road Impact	
Road Bond	Water Hook-Up	
No. of Bedrooms	Sewer Hook-Up	
Fire Sprinklers Req.	Blank	
Make all checks payable to Francis City. Plan Check OK by:		Total

Building Inspector Signature

### SPECIAL APPROVALS AND REQUIREMENTS

Special Approvals	Required	Received	Not Req.
Board of Adjustment			
Conditional Use			
Road Approach permit			
Other (specify)			
Bond			
Fire Dept. Certificate	★		
Certificate of Occupancy			
Address			
Must be Posted Prior to Occupancy			

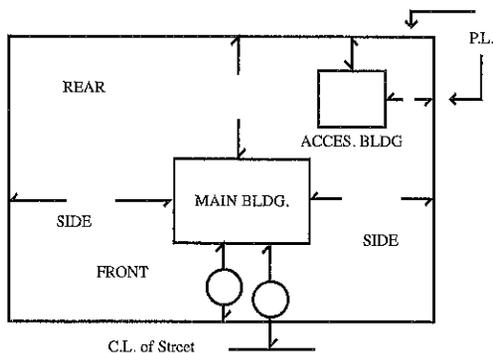
Special Requirements or Comments

Use/Structure is  
 Permitted \_\_\_\_\_  
 Non Conforming \_\_\_\_\_  
 Conditional \_\_\_\_\_

#### ZONING APPROVAL

Zone	Approved by
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MINIMUM SETBACKS  
  
 SETBACK FOR SIDE ALONG STREET SHALL BE SAME AS FRONT SETBACK



\* Whichever Distance is Greater

#### NOTICE:

Construction may require installation of underground utilities, Francis City will not allow open excavation of roadways between October 15th and May 15. Open excavation in a Francis City right of way requires a cash bond be posted in accordance with the current adopted fee resolution.

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 the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.

Signature of Contractor or Authorized Agent

Date

Signature of owner (if Owner)

Date