Francis City Residential Building Permit Submittal

Your application will not be accepted without all of these items.

_____ 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 and height of building.

_____ Two copies of Engineering structural calculations. All engineering is to be stamped and signed.

_____ Two copies of RES check (Mechanical Check)

_____ 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

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

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.francisutah.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 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 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is required at the time of application and will be credited toward the permit when paid or forfeited if plans are withdrawn.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 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 (inc. 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 converted 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 435-300-6186 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 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 notice 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 SHOWN 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
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 # _________

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 or not I live at the property myself, and whether or not 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 _________

Notes (office use only):

Meter Read: __________________________ New Account Number: ____________
FRANCIS CITY BUILDING PERMIT APPLICATION
PHONE (435) 783-6236  NOTE: 24 hours notice is required for all inspections

<table>
<thead>
<tr>
<th>Owner of Property</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Mailing Address</td>
<td>City</td>
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<tr>
<td>Bldg. Address</td>
<td></td>
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<tr>
<td>Proposed Use of Structure</td>
<td>Assessors Parcel No.</td>
</tr>
<tr>
<td>Lot #</td>
<td>Flat</td>
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<tr>
<td>Property Location</td>
<td>[ ] If meters and boundary, attach description</td>
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<tr>
<td>Total Property Area in Acres or Sq. Ft.</td>
<td>Total Bldg. Site Area Used</td>
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<tr>
<td>Date of Application</td>
<td>Date Work Begins</td>
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<tr>
<td>Previous Use of Land or Structure</td>
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<tr>
<td>Dwelling Now on Lot</td>
<td>Accessory Bldgs. Now on Lot</td>
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<tr>
<td>Type of Improvement/Kind of Const.</td>
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<tr>
<td>[ ] Sign</td>
<td>[ ] Build</td>
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<tr>
<td>[ ] Repair</td>
<td>[ ] Move</td>
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<tr>
<td>No. Of Offstreet Parking Spaces</td>
<td>Covered</td>
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<tr>
<td>Architect or Engineer</td>
<td>Phone</td>
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<tr>
<td>Business Name/Address</td>
<td>Business Lic. No.</td>
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<tr>
<td>General Contractor</td>
<td>Phone</td>
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<tr>
<td>Business Address</td>
<td>State Lic. No.</td>
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<tr>
<td>Electrical Contractor</td>
<td>Phone</td>
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<tr>
<td>Business Address</td>
<td>State Lic. No.</td>
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<tr>
<td>Plumbing Contractor</td>
<td>Phone</td>
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<td>Business Address</td>
<td>State Lic. No.</td>
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<tr>
<td>Mechanical Contractor</td>
<td>Phone</td>
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<tr>
<td>Business Address</td>
<td>State Lic. No.</td>
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Use/Structure is
Permitted
Non Conforming
Conditional

ZONING APPROVAL
Zone
Approved by

MINIMUM SETBACKS
SETBACK FOR SIDE ALONG STREET SHALL BE SAME AS FRONT SETBACK
* Distance is Greater

SPECIAL APPROVALS AND REQUIREMENTS

<table>
<thead>
<tr>
<th>Special Approvals</th>
<th>Required</th>
<th>Received</th>
<th>Not Req.</th>
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<tbody>
<tr>
<td>Board of Adjustment</td>
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<tr>
<td>Conditional Use</td>
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<tr>
<td>Road Approach Permit</td>
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<td>Other (specify)</td>
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<tr>
<td>Bond</td>
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<tr>
<td>Fire Dept. Certificate</td>
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<tr>
<td>Certificate of Occupancy</td>
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<tr>
<td>Address</td>
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<tr>
<td>Must be Posted Prior to Occupancy</td>
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Special Requirements or Comments

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