



## HOW TO FILE A BUILDING PERMIT APPLICATION IN COALVILLE CITY

Coalville City requires a **Building Permit** for the construction, enlargement, alteration, repair, movement, improvement, removal, conversion or demolition of any building or structure.

The following specific activities do not require a building permit: the construction of a detached accessory building for storage, playhouse, or similar use (not exceeding 200 square feet), a fence six (6) feet or less in height, retaining walls four (4) feet or less in height, water tanks supported directly on grade with 5,000 gallon capacity or less, platforms, walks, and driveways no more than 30 inches above grade, painting, papering and similar finish work, temporary motion picture, television and theater stage sets and scenery, window awning supported by an exterior wall, or pre-fabricated swimming pools with 5,000 gallon capacity or less.

**Please Contact City Hall at (435) 336-5981 with any questions.**

Office Use Only		<u>The following items shall be submitted with a <b>Building Permit Application.</b></u>
YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	A \$200 <b>Application Fee</b> (non-refundable fee to be applied towards building permit fees.)
<input type="checkbox"/>	<input type="checkbox"/>	Applicable <b>Impact Fees</b> (may be paid at the time of building permit issuance.)
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets of <b>Construction Drawings</b> ; accompanied with <b>Building Elevations</b> showing each side of the proposed structure(s), height of eaves with respect to the finish grade, and an indication of the colors and materials of the building(s) exterior, and roof.
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of the <b>Site Plan</b> . <u>If it is new residential or commercial construction the site plan cannot be hand drawn.</u> (see example site plan attached)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Grading, Drainage, and Erosion Control Plan</b> (may be included on the Site Plan) at two (2) foot contour intervals of the site <b>shall be required on the following</b> : projects with a proposed cut and fill for property greater than 15% slope, excavation with an unsupported height greater than five (5) feet after the completion of the structure, fills greater than three (3) feet in depth intended to support a structure, excavation exceeding fifty (50) cubic yards of material, or any excavation or fill which will disturb a water course.
<input type="checkbox"/>	<input type="checkbox"/>	A <b>Legal Description, Plat Map, and Tax Serial number</b> of the property (obtained at the Summit County Recorder's Office for a fee, located in the Summit County Courthouse.)
<input type="checkbox"/>	<input type="checkbox"/>	If the parcel is not located within a platted and approved subdivision, documentation verifying the <b>Creation Date of the lot prior to January 8, 1994</b> must be submitted. (This information may be found at the Summit County Recorder's Office.)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Road Encroachment Approval</b> is required when any proposed access to the site is off of a city street. This approval can be obtained by contacting the Public Works Department (435) 336-5980.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Sewer and Water Connection Approval</b> by the City Public Works Department will be required with the review and approval of the Building Permit Application.

Office Use Only	
YES	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The boundaries of the site must be **Staked** at the property corners when the Building Permit Application is submitted to the City. These stakes must remain on the site along with one set of approved plans throughout construction of the building/structure.

**Wetland Use Approval.** Information about wetland determination and mitigation is available through the Army Corps of Engineers or Soil Conservation Service.

**Model Numbers** of all wood burning stoves or fireplaces. (All wood burning stoves or fireplaces must be Environmental Protection Agency (EPA) approved).

**Floodplain Development Permit** is required if the development is within a floodplain. The permit will be issued after review of a development that resides within the 100 year floodplain as depicted on the most current FEMA map.

### SITE PLAN

A **Site Plan** must be submitted with all building permit applications. The site plan must show all of the following that apply, as well as follow the **Drawing Format** outlined below. **If it is new residential or commercial construction the site plan cannot be hand drawn.**

- All existing and proposed improvements including structures, driveways, parking, sidewalks, curb and gutter, water meter, secondary water box, sewer line and clean-out, fencing, landscaping, telephone, power, natural gas utilities, signs, lighting, and dumpsters.
- Property lines, easements, adjacent street centerline and rights of way.
- Proposed setbacks from all structures to the nearest property line.
- Location of drainage ditches and/or waterway(s).
- Building main floor elevation
- All utility mains crossing through or adjacent to the site with proposed service connections indicated.
- Nearest fire hydrant location, or direction and distance.
- Grading and drainage.

#### **Drawing Format and Information Required:**

- Minimum size: 8 ½" x 11" for accessory building (11" x 17" or greater for new resident or commercial)
- Minimum Scale 1" = 20", indicated on plan.
- North Arrow
- Information box showing the following:
  - Subdivision name
  - Address (number street name, and lot number or Parcel ID)
  - Property Boundary Dimensions
  - Section, Township, and Range
  - Acreage, or square footage of total site
  - Applicants name

Site Plan Example: Does not contain all information required.

