

Henefer Town, Incorporated

“Situated on the Famous Mormon Pioneer and Pony Express Trails”

PO Box 112 ~ Henefer, Utah 84033

Mayor Kay H. Richins

Councilmembers: Robin K. Riches, Detton L. Fawcett, Ryan K. Mosher, Matthew P. Shill

Phone: 435-336-5365

HOW TO FILE A BUILDING PERMIT APPLICATION IN HENEFER TOWN.

Henefer Town 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 Henefer Town Hall at (435)336-5365 with any questions.

YES	N/A	
		<u>The following items shall be submitted with a Building Permit Application.</u>
<input type="checkbox"/>	<input type="checkbox"/>	A \$200 Application Fee (non-refundable fee to be applied towards building permit fees.)
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets of Construction Drawings ; accompanied with Building Elevations showing each side of the proposed structure, 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 Site Plan .
<input type="checkbox"/>	<input type="checkbox"/>	Grading, Drainage, and Erosion Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	A Legal Description, Plat Map, and Tax Serial number 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 Creation Date of the lot prior to January 5, 1982 must be submitted. (This information may be found at the Summit County Recorder's Office.)
<input type="checkbox"/>	<input type="checkbox"/>	Road Encroachment Approval is required when any proposed access to the site is off of a city street.
<input type="checkbox"/>	<input type="checkbox"/>	Sewer and Water Connection Approval by the Henefer Town Council will be required with the review and approval of the Building Permit Application.
<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 Town. These stakes must remain on the site along with one set of approved plans throughout construction of the building/structure.

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.

- 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, easement, adjacent street centerline and rights of way.
- Proposed setbacks from all structures to the nearest property line.
- Location of drainage ditches and/or waterways.
- 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

