



Building Permit Application Instructions

Oakley City requires a building permit for the construction, enlargement, alteration, repair, movement, improvement, removal, conversion or demolition of any building or structure. If you are unsure about whether you need a permit, please contact the Oakley City offices.

The application fee is \$25 and is collected when the application is submitted. This is only an application fee and is NOT the fee for the permit. After the application is submitted, it will be reviewed for completion and then forwarded to the appropriate departments for review.

Once all departmental approvals have been acquired, the permit is forwarded to the city office for issuance. The applicant will then be notified.

Please Note: This process takes time. Plan accordingly and be thorough in your application as this will help facilitate the review process.

Building permit fees are due at the time of issuance. These fees may include additional engineering review fees associated with the specificity of your building site. This will be billed under separate invoice.

The following pages contain the required documents and approvals that need to accompany the building permit application, as well as other helpful information. We encourage you to come talk with us regarding your building plans as you begin the permit process.

Application Requirements

The following items must be submitted with a building permit application. The permit will not be issued before these requirements are met and/or received.

- **Two (2)** sets of construction plans. Plans should demonstrate compliance with the current Uniform Building Code.
- **Two (2)** copies of a site plan. *Even for accessory buildings.*
(See site plan specifications.)
- Oakley City has adopted a “Dark Sky” ordinance. All exterior fixtures shall be full cut-off fixtures with few exceptions. For reference please review Oakley City Municipal Code Ch. 13.27 and specifically section 13.27.050 and include information regarding your planned exterior fixtures.
- Road encroachment permit – for driveway access, utility disturbance etc.
For state road: <https://www.udot.utah.gov> ,
For County road: <https://www.summitcounty.org/engineering>
For City road: see Oakley City Offices
- Verification from city planner that property meets the density and size requirements for the zone in which it is located or supply sufficient proof to city planner that the property is a ‘lot of record.’
- Approval of water service:
 - A. The Utah State Department of Water Rights in the form of a “Memorandum of Decision’ **for a well.**
 - or
 - B. Oakley City Public Facilities Manager for municipal water services. Please contact the city (435)783-5734. Impact fee due at time of permit issuance \$5,000
- Proof of approval for sewer/septic service from:
 - A. Oakley City Public Facilities Manager for municipal sewer services. Please contact the city (435) 783-5734. Impact fee due at time of permit issuance \$5,000
or
 - B. Summit County Health Department for septic tanks.
(See city or county for instructions.)

****The city will require inspections of water and sewer lines before connection and at the time of connection. Please call the office when you are ready for these inspections.***

- A project clearance form signed by the South Summit Fire District Marshall. This can be obtained by visiting their website at www.ssfed.us
Note: The SSFD will charge an assessment for fire protection on all new construction.
- For development within an approved subdivision - approval from any Home-Owners Association that the building complies with the associations CC&R's or development agreement.
- Possible additional engineering studies related to suitability as determined by the city engineer, city building inspector, or city planner may be required. (Fees for city engineering services could be billed to applicant upon issuance or possibly under separate invoice.)

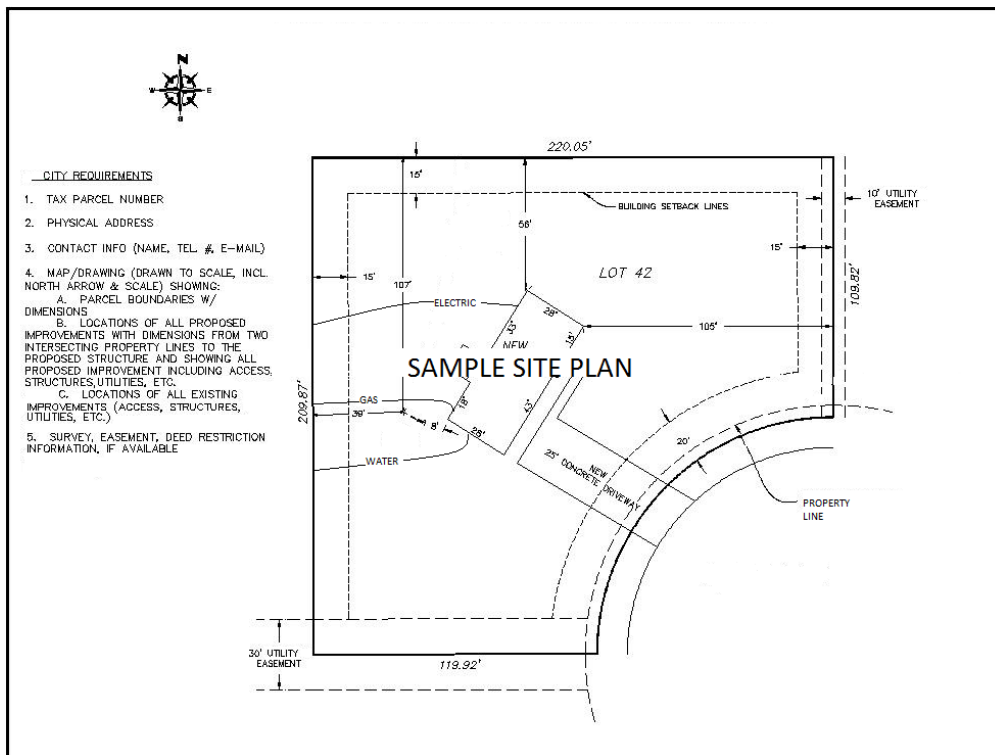
Checklist for Application Completion

- Two sets of plans with structural drawings
- Two site plans
- Exterior lighting plan
- Project Approval from Fire Marshall
- Pre-check permission from City for Water/Sewer
- Or
- Perc test and submission to County for septic
- Zoning approval or "Lot of Record" verification.
- Road encroachment permit from City, County or State.
- HOA approval letter if in a subdivision with CCR's.

Your Site Plan Should Include:

A site plan must be submitted with all building permit applications. It is possible that an official survey may be required. The requirements of the site plan include:

- North arrow
- Information box showing subdivision name and lot number/parcel number, section, township and range, acreage or square footage of total site, and applicants name.
- All existing and proposed improvements including structures, driveways, sidewalks, and fencing.
- Proposed setbacks from all structures to the nearest property line. (Setback requirements are available from the Oakley City Planning Office.)
- Property lines, easements, adjacent streets, center lines and rights of ways.
- Location of waterways.



Inspections: Please call the city to schedule

1. Footings and setback (*forms must be inspected prior to concrete being poured*).
2. Foundation (*forms must be inspected prior to the concrete being poured*).
3. Underground plumbing – call city offices for water and sewer line inspections. *If lines are covered before they are inspected, the city will require they be uncovered for said inspection.*
4. 4-way – includes framing, electrical, plumbing, and mechanical
5. Insulation
6. Sheet rock
7. Final/occupancy

****Please note re-inspection may be required. Upon completion and passage of final inspection a certificate of occupancy will be issued by the inspector. Please note that failure to comply with requirements/conditions of the building permit may result in your certificate of occupancy being withheld.***

Additional Information:

- Changes which would alter the use, occupancy, setback, height of structure, water/sewer lines, meters or location, must be submitted to the city for additional review and approval.
- Building addresses are assigned at the time of connection to city utilities.
- The boundaries of the site must be staked at the property corners when building permit is issued. These stakes must remain on the site, along with one set of approved plans, throughout construction of the home or structure.
- To obtain waste collection bins, use the link www.co.summit.ut.us/785/Waste-Collection-Bins (you will need to upload your certificate of occupancy).