



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. (There are exceptions for buildings depending on their size and intended use. If you are unsure about whether you need a permit, please contact Del Ray Hatch of the Oakley City Building Department at (435) 659-9747 with any questions or consult the current Uniform Building Code).

Oakley City encourages interested parties to come and talk with us regarding your property, or property being considered for purchase, to help you identify appropriate and allowable uses for your property, determine if the lot is eligible for a dwelling unit, and explain the applicable standards of the Oakley City Development Code.

There may be issues that require the permission of governing bodies such as the Oakley City Planning Commission and City Council. If this process is necessary, it may be several months before a building permit can be issued.

There is a \$25.00 application fee that is collected when the application is picked up or submitted. After the plans are submitted, they will be reviewed for completion, and Oakley city code/zoning compliance and then forwarded to the building inspector who will review the plans, approve them, and compute the building permit fee.

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.

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. This may require an official survey. (See site plan specifications.)
- Copy of subdivision plan/plat (if applicable).
- Road encroachment permit
 - For state road: <https://www.udot.utah.gov> , <https://www.udot.utah.gov>
 - For County road: <https://www.summitcounty.org/engineering>
 - For City road: see Oakley City Offices
- A power to panel agreement signed by both the owner and the contractor. This must be notarized prior to the issuance of the permit.
- Verification of density requirement being met. In some cases this will require verification that a building parcel has a “lot of record” status. This will require a letter from the Oakley City Planner. This letter is issued after submitting sufficient proof to said planner that the parcel is a lawfully created parcel, is suitable for building, has an associated unit of density or meets the requirements for a “lot of record” status.
- Proof of approval for water service from:
 - 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. Chad Kramer: (801)718-2827
- Proof of approval for sewer/septic service from:
 - A. Oakley City Public Facilities Manager for municipal sewer services. Chad Kramer: (801)718-2827
 - or
 - B. Summit County Health Department for septic tanks. (See attached instructions.)

- A project clearance form signed by the South Summit Fire District Marshall. This can be obtained by contacting the current Fire Marshall, Kent Leavitt at ssfd@allwest.net or (435)640-4737
- 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.

Inspections:

Once a building permit is issued, the following inspections are required by the building inspector.

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 when installed. 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 address can be determined from the Oakley City planning office.
- 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).



OAKLEY CITY BUILDING PERMIT APPLICATION

Phone: 435-783-5734

Note: 24 hours notice is required for all inspections.

Owner of Property		Phone	
Mailing Address		City	
Bldg. Address			
Proposed Use of Structure			
Lot #	Plat	Subd. Name	
Property Location			
Total Property Area in Acres of Sq. Ft.		Total Bldg. Site Area Used	
Date of Application		Date Work Begins	
Previous Use of Land or Structure			
Dwell Units Now on Lot		Assessory Bldgs. Now on Lot	
Type of Improvement/Kind of Const.			
<input type="checkbox"/> Sign	<input type="checkbox"/> New Construction	<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		City/Co. Lic. No.	
General Contractor		Phone	
Business Address		State Lic. No.	City/Co. Lic. No.
Electrical Contractor		Phone	
Business Address		City/Co. Lic. No.	
Plumbing Contractor		Phone	
Business Address		City/Co. Lic. No.	
Mechanical Contractor		Phone	
Business Address		City/Co. Lic. No.	

Receipt No.	Date Issued	Permit Number
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BUILDING FEE SCHEDULE

Square Ft. of Building	Valuation
Main Floor	Building Fees
<input type="checkbox"/> Finish Basement	Plan Check Fees
Carport Sq. Ft.	Electrical Fees
Garage Sq. Ft.	Plumbing Fees
Other	Mechanical Fees
Type of Bldg.	Water
No. of Dwellings	Sewer
	Storm Sewer
Occ. Group	Moving or Demo
Type of Construction	Temporary Conn.
<input type="checkbox"/> Frame <input type="checkbox"/> Brick Ven. <input type="checkbox"/> Log	Reinspection
<input type="checkbox"/> Brick <input type="checkbox"/> Block <input type="checkbox"/> Concrete <input type="checkbox"/> Steel	R Value Roof
Max. Occ. Load	R Value Walls
Roof Snow Load	psf
No. of Bedrooms	
Fire Sprinklers Reg.	<input type="checkbox"/> Yes <input type="checkbox"/> No Total

Make all checks payable to Oakley City

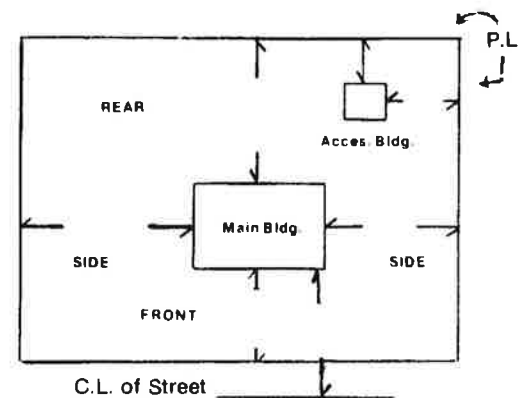
Plan Check OK by:

Building Inspector Signature

Water: Well _____ City Water: _____
 Residential 3/4" _____ 1" _____ Commercial 1 1/2" _____ 2" _____
 Sewer: Septic _____ City Sewer _____
 Special Requirements or Comments _____

Public Works Director

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.
 Oakley City will not allow open excavation of roadways after October 1st.

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 Contractor or Authorized Agent	Date

Zoning District _____
 Density requirement met _____
 Lot of Record/Non-Conforming _____
 Use/Structure Permitted _____
 Conditional Use:
 Required _____ Date Received _____ Not Required _____
 Special Requirements or Comments _____

City Planner