



## BUILDING PERMIT PACKET

City of Elk Ridge

Welcome to Elk Ridge! We have compiled a packet of information for you that will be necessary for the process of building a home in our city. **Please read all of the information in this packet. You will be held responsible for the information provided.**

The Building Permit process is crucial to a safe and structurally sound home and community. A number of items are necessary to ensure that the process goes as smooth and quickly as possible. The following items are absolutely needed in order to start the permit process and are required before plans will be accepted and forwarded to the City Building Inspector for Plan Check Review.

- COMPLETED APPLICATION
- \$1000.00 DEPOSIT FOR PLAN CHECK FEE

### **TWO COMPLETE SETS OF THE FOLLOWING:**

- 24"X36" engineered plans. Plans must be wet stamped by a Licensed Professional Engineer for all structural aspects, including retaining walls. Special consideration must be given for sloped lots where foundations may be stepped to follow grade. Stepped foundation walls shall be structurally engineered. Calculations are to accompany plans. Engineering shall be In Accordance With (IAW) current IBC, Seismic Zone "D", wind exposure "B", 90 mph basic wind speed, 1.0 second spectral response of .4 ( $S_1=0.4$ ), 0.2 second spectral response of 1.0 ( $S_s=1.0$ ).
- Truss details. Truss Details are to be submitted to Registered Design Professional (RDP) for review, prior to submittal. Letter from RDP confirming engineering with layout of roof design compatibility.
- International Energy Conservation Code compliance report.
- Gas Pipe Diagram. Gas layout is to include; all appliances installed and proposed, British thermal unit (Btu) demand of each appliance, cubic feet/hour (cfh) demand of each appliance, total Btu, total cfh, pipe lengths overall and individual and pipe sizes of each section. Sizing is to be done IAW Questar Gas, Good Practices for Gas Piping.  $Btu/cf=0.828$ .
- Where a reverse slope driveway is utilized and/or property is located within the HR-1 Zone, approval must be obtained from City Planning Commission. Detailed Site Plan is to be IAW Site plan requirements with scheduling being the responsibility of the Owner/Builder.
- No encroachments into building setbacks. Check plat map and zoning code for building footprint area.
- Architectural Committee approval where applicable.
- Fire Department approval for Urban Interface Zone. Clearing must be IAW Urban Interface Ordinance.
- Grading Plan Required: A final grading plan will be required for each lot prior to the issuance of a building permit for construction of a dwelling therein. Grading Plan shall include spot elevations around building and lot sufficient to verify grade around and away from structure, without negatively impacting neighboring properties. If in the HR-1 Zone it must go to the Planning Commission for Approval before the issuance of a permit.

Many of these requirements are included in the Assessment List obtained from Elk Ridge City. **If you have any questions concerning this "checklist", please call the plans examiner – Sunrise Engineering 1-800-560-6151.**



# BUILDING PERMIT APPLICATION

80 EAST PARK DRIVE  
ELK RIDGE, UT 84651  
801-423-2300  
STAFF@ELKRIDGECITY.ORG

### BUILDING OFFICIAL SIGNATURE

Permit issued for:	New Home	Basement	Out building	Solar	Other:		Issue Date	
APPLICATION DATE		ISSUED BY:		PERMIT NUMBER				
OWNER		ADDRESS		PHONE NUMBER		EMAIL ADDRESS		
JOB SITE ADDRESS		SUBDIVISION & LOT #		TAX SERIAL NUMBER				
# DWELL UNITS	OWNER OCCUPIED	Y / N	RENTAL Y / N	# STORIES	OCCUPANT LOAD	# DWELL/ UNITS ON LOT	# PARKING SPACES	FIREPLACE Y / N
LOT DIMENSIONS	X	BLDG. DIMENSIONS	X	GARAGE DIMENSIONS	X	ATTACHED Y / N		
CONTRACTOR		ADDRESS		PHONE		EMAIL		
ARCHITECT/ ENGINEER		ADDRESS		PHONE		EMAIL		

TYPE	FEE	RECEIPT #
WATER CONNECTION		
SEWER CONNECTION		
PLAN CHECK FEE		
PLAN CHECK DEPOSIT		
UNFINISHED BASEMENT FEE		
CONSTRUCTION WATER		
CONSTRUCTION LICENSE		
PERFORMANCE BOND		
CLEAN UP BOND		
LANDSCAPE BOND		
LANDSCAPE BOND PROCESSING FEE		
WATER IMPACT FEE		
SEWER IMPACT FEE		
PARK IMPACT FEE		
ROAD IMPACT FEE		
ROUNDBOUT FEE		
CHANGE ORDER PROCESSING FEE		
BUILDING PERMIT FEE		
1% STATE FEE		
TOTAL FEE		
	CASH	CHECK #
TOTAL VALUATION		
<b>FLOORS</b>	<b>SQUARE FEET</b>	
BASEMENT		<b>GAS LINE</b>
1		Oz
2		
3		Line Size
4		
TOTAL		BTU's
CARPORT/ GARAGE		

**APPLICANT, PLEASE READ CAREFULLY**

I agree to comply with all City, County, and State building Laws & Ordinances, and that the representations in this application for a building permit are true and accurate. Any misrepresentations or errors herein are the sole responsibility of applicant, and shall in no way accrue liability or obligation to enforcing officers or agents. I am also aware that there is a \$500.00 fine to be deducted from the performance bond if any track vehicles are driven on asphalt surfaces. In addition to this fine, I will be responsible for any damages that may occur.

This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction work is suspended or abandoned for a period of 180 days at any time after work is commenced.

**OCCUPANCY OF STRUCTURE IS PROHIBITED UNTIL  
AFTER FINAL INSPECTION AND ZONING AND  
OCCUPANCY COMPLIANCE CERTIFICATE IS ISSUED.**

I HAVE CHECKED THE SEWER DEPTH OF ABOVE LOT AND WILL TAKE ALL RESPONSIBILITY FOR SETTING BUILDING ACCORDINGLY.

\_\_\_\_\_

Owner's Signature

\_\_\_\_\_

Contractor's Signature

\_\_\_\_\_

Contractor's License Number



LIST OF SUBCONTRACTORS

LOT NO. & SUBDIVISION: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

List subcontractor and others proposed to be employed on the above project as required by the bidding documents. This is to be filled out by the General Contractor and returned to the City of Elk Ridge Building Department prior to issuing the permit.

Electrical Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number \_\_\_\_\_

Heating Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number \_\_\_\_\_

Framing Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number \_\_\_\_\_

Sheet Rock: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number \_\_\_\_\_

Concrete: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number \_\_\_\_\_

Stucco Installer: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number \_\_\_\_\_

Siding: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number \_\_\_\_\_

Masonry: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number \_\_\_\_\_

Insulation: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number \_\_\_\_\_

List other contractors on a separate sheet of paper. Please return this form with plans. You may also fax this form to 801-423-1443

## BUILDING PERMIT FEES

- Varies Building Permit Fee (Inspector calculates amount based upon square footage)
- Varies Plan Check Fee - Inspector calculates this (65% of Building Permit Fee)
- \$500 Water Connection Fee
- \$200 Sewer Connection Fee
- \$1,000 Deposit (Deducted from Plan Check Fee)
- \$.80 per ft Lamination Fee (Depends on Size of Plans)
- \$200 Basement Completion Permit Fee
- \$100 Contractor Water (Water used during construction)
- \$12 Contractor Registration Fee (paid one time a year per contractor)
- \$500 Performance Bond (Refunded after final inspection)
- \$500 Contractor Clean up Bond (Refunded after final inspect.)
- \$100 Excavation Fee (If excavation in the road right-of-way is required or if there is excavation necessary to the property prior to the issuance of a building permit, an Excavation Permit is required. **Always contact Blue Stakes before digging!**)
- \$50 Any Additional Inspection

NOTE: South Utah Valley Electric Service District will charge a service connection fee. Please call them for the cost because it could be substantial 801/465-8020.

## IMPACT FEES

Lots in subdivisions that were approved after July 1996 are subject to Water, Park and Sewer Impact Fees at the time a building permit is issued. Lots in subdivisions that were approved after July 2009 are also subject to the Road Impact Fee.

\$5,653	Water Impact Fee
\$3,414	Sewer Impact Fee/ <b>Effective 7/1/2015 \$3097</b>
\$1,385	Park Impact Fee/ <b>Effective 7/1/2015 \$2393</b>
\$573	Road Impact Fee/ <b>Effective 7/1/2015 \$3304</b>

## Digging

The majority of utilities are underground in Elk Ridge. **Before digging call Blue Stake (800/662-4111) and South Utah Valley Electric Service District (801/465-8020).**

## Survey Markers

Legal Survey Markers must be located for the building inspector to measure setback.

## Water and Sewer Information

- Please be advised to check the water pressure for the home you are building. **You are required to install a Pressure Reducing Valve.**
- Check sewer depth for setting building accordingly, this is the owner/contractor responsibility.
- When water service is needed, contact the city office at 801/423-2300. Please call at least 48 hours prior to schedule setting of the water meter. No water meters will be set before your utility deposit is paid to the city.
- No temporary or permanent occupancy will be issued without the water meter being set. The finished grade level must be determined and a stake set indicating the finished grade level prior to meter being set to assure meter not being set too low or too high. If your final grade is not completed at this time and the meter is set at a level different than your final grade, you will be charged by the City to raise or lower the water meter.
- A \$100.00 water charge will be charged on your building permit for water used during construction. If it is determined by the city that the allotted water for construction is being abused, a meter will be installed and the contractor will be charged.

## Construction Toilet Facility

Before construction is started, provisions for a water closet, chemical toilet, or other facility, approved by the Building Inspector, shall be provided on or within 300' of any construction project that required a Building Permit. (Resolution NO. 96-6-11-14R)

## Nuisance Law

Below is a list of the specific nuisances regarding construction activities. All are considered a nuisance. Basically you want to understand the conditions you want to avoid while constructing your new home so that neighbors can be less impacted by construction activities. Violations normally can result in a warning which, if not rectified, can lead to a citation of \$50 dollars per day.

### 4-2-1-30-4 Attractive Nuisances

Any attractive nuisance dangerous to children and other persons including, but not limited to, abandoned, broken, or neglected household appliances, equipment and machinery, abandoned foundations or excavations, or improperly maintained or secured pools.

### 4-2-1-30-8 Construction Equipment

Construction equipment or machinery of any type or description parked or stored on property when it is readily visible from

a public street, alley or adjoining property, except while excavation, construction or demolition operations covered by an active building permit are in progress on the subject property or an adjoining property, or where the property is zoned for the storage of construction equipment and/or machinery. Any construction equipment stored in a public right-of-way, overnight.

#### **4-2-1-30-9 Dangerous Conditions**

Any fence, wall, shed, deck, house, garage, building, structure or any part of any of the aforesaid; or any tree, pole, smokestack; or any excavation, hole, pit, basement, cellar, sidewalk, subspace, dock, or loading dock; or any lot, land, yard, premises or location which in its entirety, or in any part thereof, by reason of the condition in which the same is found or permitted to be or remain, shall or may endanger the health, safety, life, limb or property, or cause any hurt, harm, inconvenience, discomfort, damage or injury to any 1 or more individuals in the city, in any 1 or more of the following particulars: by reason of being a menace, threat and/or hazard to the general health and safety of the community; or by reason of being a fire hazard; or by reason of being unsafe for occupancy, or use on, in, upon, about or around the aforesaid property; or by reason of lack of sufficient or adequate maintenance of the property, and/or being vacant, any of which depreciates the enjoyment and use of the property in the immediate vicinity to such an extent that it is harmful to the community in which such property is situated or such condition exists.

#### **4-2-1-30-12 Dust**

Any premises or activity which causes excessive dust due to lack of landscaping, non-maintenance or other cause. This includes dust from construction sites.

#### **4-2-1-30-25 Noise - Construction Work/Machinery**

Construction work and the use of machinery or motorized power tools and equipment in or adjacent to a residential area between the hours of 10pm and 7am. Specialized equipment used for seasonal and periodic snow removal, agricultural uses, commercially zoned business, and all emergency equipment shall not be considered a nuisance.

#### **4-2-1-30-38 Storage of Materials - New Construction**

The keeping, storing, depositing or accumulating on a site construction materials, dirt, sand, gravel, concrete, debris or other similar materials prior to a grading permit, construction bond, or building permit is approved. The keeping, storing, depositing or accumulating on a site construction materials, dirt, sand, gravel, concrete, debris or other similar materials outside of trash bins or located outside the designated storage area identified on an approved site plan. Material stored in the public rights-of-way for an unreasonable period of time. Any construction debris or items allowed to be blown from the construction site. Any debris or construction materials left after construction is complete.

## **Water Rights Requirements**

### **10-3-3-24 Water Rights To Be Conveyed to Town - Exceptions**

1. Amount of Water Right. As a condition of approval of a building permit for a dwelling or other use which proposes to obtain water service from the Town water system, the applicant shall convey to the Town title to water rights in the amount of one and three-tenths (1.3) acre foot for each dwelling or equivalent dwelling unit. Where the dwelling is to be located on a lot larger than one-half (½) acre or the intended use will require more than 1.3 acre

feet per year, the Town may require the conveyance of additional water right to accommodate the anticipated additional demand for water.

2. **Prior Approved Lots.** Where an application for building permit is requested for construction on a lot for which water rights have been previously conveyed, the amount of water right previously conveyed shall be construed as a credit toward satisfaction of the water rights conveyance requirement required pursuant to this Section.
3. **Type of Water Right.** The water right proposed for conveyance to the Town shall: (1) be of a type which is capable of ready conversion for domestic purposes from existing Town supply source (i.e. domestic well, natural flow right), (2) have received approval by the State Engineer of a change application permitting the use of the water for municipal purposes uses within the Town and diversion of the water from municipal sources, and (3) the owner thereof shall have executed a water transfer agreement with the Town providing for the actual conveyance of the water right to the Town at the time of final plat approval.
4. **Water Right Conveyance Classified as a Project Improvement.** For purposes of compliance with the terms of the Utah Impact Fee Act, the conveyance of the water right shall be construed as a Project Improvement.
5. **Exceptions to Water Right Conveyance Requirement.** The provisions of this Section shall be applicable to all proposed subdivisions within the Town, except that in the event that the proposed subdivision is to receive water service from a water system other than the Town system , the developer shall provide adequate written documentation showing: (1) that the proposed water supply agency has adequate water right and that there is sufficient supply and delivery capability in the system to provide water service to the proposed development in the amounts herein above set forth, (2) that the developer has a legal entitlement to the use of that amount of water from the system, and (3) the system is classified as Approved by the State Safe Drinking Water Committee or its successor agency.

## **Requirements of Hillside Residential HR-1 Zone**

### **10-9A-17 GRADING OF INDIVIDUAL BUILDING LOT**

All grading, removal of natural vegetation and retention on building lots requires a re-vegetation/retention plan and a grading permit.

**10-9A-17-1 Building with the Natural Terrain:** The intent of the HR-1 Zone is to construct with the natural terrain. All structures should be built using the current natural terrain configuration. Some grading can be approved if it is demonstrated that it is needed for safety, erosion control, or that the alternative is less desirable. Dwellings on the down slope side of a road should utilize the natural slope while designing the grade around the structure to drain away from it. Using fill to raise the finished grade around a structure to rise above a road is prohibited.

**10-9A-17-2 Re-vegetation/Retention Plan:** A re-vegetation/retention plan is required for each lot prior to any removal of vegetation or the issuance of a grading permit. The plan shall illustrate all areas proposed for removal of vegetative materials and retention. Re-vegetation of indigenous hardwood trees and grasses is required for areas of cuts and fills, around retention walls, and areas where previous activities have disturbed natural conditions. Areas requiring retention



over 4 feet will require the plan to be approved by a licensed civil engineer. The city engineer and planning commission shall approve the re-vegetation/retention plan.

**10-9A-17-3 Removal of Natural Vegetation:** Natural vegetation including indigenous hardwood trees can be removed from the portions of the lot to be committed to the dwelling, driveway, retention walls, firebreaks and areas required to be cleared as described within the urban interface area requirements (09.03.9). Once these areas are cleared, 75% or the remaining hardwood trees shall remain on the property. Areas with slopes 20% or greater that are not a part of an approved building envelope, ravines, drainages, and wildlife corridors shall remain in a natural state.

**10-9A-17-4 Cuts and Fills:** Cut or fill slopes shall be no steeper than two feet horizontal to one foot vertical (2:1) and shall be designed with acceptable erosion control systems. An erosion control system is generally composed of a combination of long-term non-degradable erosion mat, structural geogrid and/or geotextile. The maximum cumulative cut or fill allowed on a lot is 15 feet.

**10-9A-17-5 Grading Permit:** No grading, filling or excavation of any kind shall commence on land within the HR-1 zone without first having obtained a grading permit. A re-vegetation/retention plan, endorsed by a licensed civil engineer, must be approved by the city engineer and planning commission. A grading permit is required for each individual lot prior to a building permit being issued. Areas outside of approved grading areas shall be cordoned off with nylon fencing or equivalent during the grading and construction process and shall not be disturbed.

**10-9A-19-3 Reverse Slope Driveways:** No driveway providing access to a garage or off street parking area within a lot shall have a down slope grade from the adjacent street to the garage or covered off street parking area except when approved by the planning commission. The planning commission may approve a down slope driveway upon finding that any drainage of surface water will be adequately diverted from entry into the dwelling, garage or other covered parking area and that the proposed diversion treatment will not impact adjacent properties.

**10-9A-19-4 Driveway Grade:** Any driveway providing access to a building envelope shall have a slope of not more than 12% at any point. A driveway grade up to 15% is allowed if heated. Construction of a driveway shall not result in any cut or fill slopes greater than 7 feet. Any cut or fill between 5 feet and 7 feet shall be subject to planning commission approval and shall be retained.

#### **10-9A-20 FENCING**

Fencing requirements will conform to the standards listed in 10.12.13. Additionally, to preserve drainage and wildlife corridors, no fence shall be constructed on ravines, drainages, open space areas, and slopes of 20% or greater.

## **BUILDING PERMIT AND BUILDING INSPECTION POLICY**

The following is the official policy of the city of Elk Ridge, Utah for obtaining a building permit and for follow-up inspections for construction:

1. Prior to issuing a Building Permit, site and plan review and approval by the City Building Inspector must be obtained.
  - A. At the time of submittal of site and plan detail a Plan Check Deposit of \$1000.00 must be paid. This amount will be credited toward your total Plan Check Fee.
  - B. The time required for plan review is a (2) week minimum.
  - C. Any changes, or additional engineering data required by the City Inspector must be supplied prior to a Building Permit being issued. This may require additional time for approval. At the time a Building Permit is issued all Building Permit fees and, if applicable, all impact fees, water rights (if applicable).
2. If you are planning on including an Accessory Apartment or a Second Kitchen you must include plans for these options as well as fill out an additional permit and pay all fees associated with these options. Accessory Apartments and Second Kitchens must be approved by the City prior to the beginning of construction.
3. All building inspections are to be performed by the City Building Inspector on site. Twenty-Four hours notification is required for scheduling a building inspection. Inspections will be in accordance with the Uniform Utah Building Code (Latest Edition).
4. Elk Ridge City requires a water/garbage utility deposit of \$110.00 paid by the owner before your water meter will be set and final occupancy granted.
5. The following building inspections at the construction site are required:
  - A. Footing forms and steel reinforcing.
  - B. Foundation forms and steel reinforcing.
  - C. Underground plumbing inspection.
  - D. Underground Sewer
  - E. Shear
  - F. Lathe/Stucco/Vapor Barrier
  - G. Four way inspection, rough-plumbing, framing, electrical, heating and fire sprinkler hydrostatic.
  - H. Sheetrock
  - I. Permanent power.
  - J. Sewer and water laterals.
  - K. Final Inspection - including finished grading, all required outside concrete work (driveway, walks, steps, etc.), and lot clean-up of trash and building debris. (Water Application and deposit must be made at the City Office prior to this inspection being scheduled)
  - L. Other inspections as deemed necessary.
6. By ordinance occupation of the home is not allowed until final inspection has been completed and approval for occupation has been received from the City Building Inspector. Permanent water service will be provided when final approval is granted.
7. The Deputy Clerk will maintain a separate file (Building Inspection File) for each active Building Permit that has been issued. The City will keep a set of the building plans for one year past the date that Certificate of Occupancy is issued. After the one-year time period has lapsed, they will be destroyed. If you would like a set of these plans, please contact the Deputy Recorder, and a notation will be made in your file.

8. At the time a Building Permit is issued, the Deputy Clerk will give to the permit holder or agent; one copy of this policy, a copy of the plans, and the Building Permit. All of these items are to be available on the property for each inspection. A second copy of these items will be filed in the city office.
9. It shall be the duty of the person doing the work authorized by the Building Permit to request an inspection. All requests for Building Inspections must be made through the city office. Inspection requests may be made by phone (801/423-2300), in writing or in person at the city office. Inspection requests must be made a minimum of 24 hours in advance (excluding weekends and holidays).
10. The Deputy Clerk will record the date, time and the name of the person making the Building Inspection request. All of this information will be recorded in the Building Inspection File. All inspection reports from the City Building Inspector will be kept permanently in the Building Permit file.
11. Work shall not be done beyond the point indicated in each successive inspection. The Building Inspector shall make the requested inspections and shall either indicate on the Inspection Report that the portion of the construction inspected is satisfactory as completed or that it has failed with an explanation of why it did not comply with code. Any portion(s) of an inspection that does not comply shall be corrected and such portion shall not be concealed until authorized by the Building Inspector. All inspections will be recorded and filed with the building permit at the city office.
12. The permit holder or agent need not be present during the building inspection unless so desired and/or the inspection is to be done at a construction phase where the building is locked and the permit holder or agent must be present to provide access for the requested inspection.
13. If an inspection is scheduled and the permit holder or agent is not ready for said inspection, notification MUST be received by the Deputy Recorder by 9:00am the morning of the scheduled inspection or a re-inspect fee will be charged to the homeowner by the city and must be paid before any further inspections will be scheduled.
14. There shall be a final inspection scheduled by the permit holder or agent. An approval of all buildings and structures must be completed before the Certificate of Occupancy is issued to the permit holder.
15. All disputes under this policy are to be resolved by a meeting between the Building Inspector, the Council member overseeing the Building and Zoning Department, the permit holder or agent, and where necessary - the Mayor. The Deputy Clerk is to be notified of any disputes and will schedule the meeting.
16. All building code disputes that are unresolved shall be referred to the Board of Appeals as set forth in section 204 a & b of the Uniform Building Code. (1991)
17. If the home is occupied before the Final Inspection takes place, the water will be turned off by the city of Elk Ridge and a fine may be placed up to \$1,000.00 per day.