

## Cedar Fort AGRICULTURAL Building Approval Checklist/Procedures

Applicant Name:	Building Permit #
Current Address:	Phone number:
Building Address:	Parcel/Serial Number:
Mailing Address:	Zone:
Date of Application:	

NOTE: This checklist is not an exhaustive list of requirements to obtain a building permit. For questions, contact:

Ellen Cibula, Councilwoman      email: building@cedarfort.town      Phone: 801-768-2147, ext. 5

**This Checklist and the numbered Town of Cedar Fort Building Permit Application must be TOTALLY COMPLETE before it will be accepted and subsequently reviewed. NO EXCEPTIONS!**

COMPLETED Cedar Fort Building Permit Form and Checklist will be mailed, or hand delivered, to:  
**Town of Cedar Fort, Attn. Town Clerk, PO Box 389, Cedar Fort, UT 84013.**

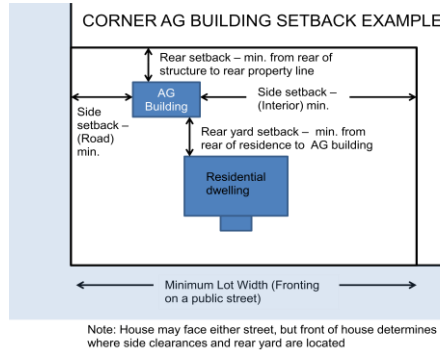
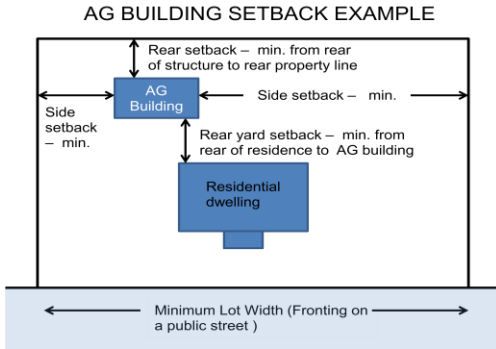
This checklist is for agricultural buildings.

The following items are required for the Town to evaluate a request for a Building Approval:

1. ( ) **Town of Cedar Fort AG Building Exemption Statement** (attached) completed and signed.
2. ( ) **Easements** - No permanent structure shall be placed within an easement, legal or implied.
  - a. ( ) Cedar Fort Irrigation Company (irrigation ditches, even if overgrown)  
Is there an Irrigation Company easement? [ ] Yes [ ] No
  - b. ( ) Are there utility easements not Town owned/controlled? [ ] Yes [ ] No
  - c. ( ) Other easements? [ ] Yes [ ] No
3. ( ) **Utilities included** - Will the building include:  
Electrical? Yes ( ) No ( )      Water/Sewer? Yes ( ) No ( )
4. ( ) **Two sets of plot plans** (one set if no utilities) **Drawn to Scale** showing all dimensions and details of the parcel in question as well as any other parcels associated with the structure. Drawing size shall be large enough to show all required details (**minimum size – 8.5” x 11”**). Location of proposed structures, as well as present structures and all setbacks (see #5 next page), must be shown and dimensioned on the drawings.

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5. ( ) **Setbacks and Height** – Refer to latest version of Cedar Fort Zoning Ordinance for specific requirements (CFO-200-PZ-2018), located at: <http://www.townofcedarfort.com/ordinances.htm>:
- a. ( ) Front setback – from front of structure to front property line
  - b. ( ) Rear setback – from rear of structure to rear property line
  - c. ( ) Side setback – side setbacks differ for corner lots
  - d. ( ) Clearance from Agricultural building to dwelling
  - e. ( ) Building height – 30' from finished grade to roof ridge
  - f. ( ) Minimum Lot Width



6. ( ) **Two sets of building plans** (one set if no utilities) (proper size, as noted above) showing the plan of the proposed structure and elevation views (minimum front and side).
7. ( ) **Deposit (non-refundable)** - \$40 made payable to: Town of Cedar Fort.
8. ( ) **Building Approval Form** completed and signed. NOTE: If utilities are included, a regular Cedar Fort Building permit must be filled out and signed.
9. ( ) **Signature** - I certify that the above information is true, correct and complete, to the best of my knowledge.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

### Building Permit Exemption associated costs

- Agricultural buildings (no utilities) \$40 Town filing fee
- Agricultural buildings utility inspection (if included in permit) per Building Code

### For Town Use only

Date Application postmarked \_\_\_\_\_ Date received by Town \_\_\_\_\_  
Application Complete? ( ) Date \_\_\_\_\_ by: \_\_\_\_\_

**Deadline to Issue Permit** - After Town approval of the Agricultural Building Permit, applicant must pay all fees and collect permit within 60 days of said approval. Failure to pay all fees and collect approved permit will result in a lapse of approval and all deposits will be forfeited. The applicant will have 180 days in which to begin the building and a total of 720 (24 months) to complete the project;

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otherwise, the application will become null and void and the permit process must be restarted. It is the responsibility of the applicant to confirm building permit approval by the Town and to obtain the building permit.

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### **INSPECTION PROCEDURE INFORMATION (if utilities are included or added)**

After the building permit has been approved, the following procedure will be followed in requesting inspections.

1. Town will notify Building Inspector that a permit has been issued (Name & Number on permit). Inspector maintains a log of inspections for each permit.

**2. When an inspection is needed, Applicant will fill out the Cedar Fort Building Inspection Request Form at [www.cedarfort.town](http://www.cedarfort.town). This will notify Councilman over permits and arrange inspections by the Town Inspector (notify Town 3 days before desired inspection).**

The URL is: [www.cedarfort.town](http://www.cedarfort.town)

3. Pursuant to State Code, no longer than 180 days can transpire without substantial progress being made on building after the permit has been issued - substantial progress being defined as an inspection or partial inspection being called for.

4. Failed inspections will require additional inspection(s) and will require additional payment by the applicant.

5. When FINAL INSPECTION is completed, Inspector will sign APPROVAL Form.

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**Agricultural Building Exemption Certificate**

**App #** \_\_\_\_\_

**This Exemption Certificate is issued for an agricultural building ONLY (as defined below and in State Code). The Town of Cedar Fort issues a Building Approval Form associated with this exemption for tracking purposes only. This exemption means that no inspections are required, UNLESS utilities are included. If utilities are a part of this application, fees and inspections will be required. If utilities are added in the future, a new building permit will be required along with fees and associated inspections.**

**Certificate of Acknowledgement**

I, the undersigned property owner, do hereby acknowledge and certify that the proposed building is for agricultural use only (as defined below). The uses for this structure include:

\_\_\_\_\_

\_\_\_\_\_

Will the building include: Electrical/Mechanical? Yes ( ) No ( )  
Water/Sewer? Yes ( ) No ( )

As an agricultural building, this building may not be used for any purpose other than agricultural.

**As defined in State Code §15A-1-202 Definitions.**

(1) "Agricultural use" means a use that relates to the tilling of soil and raising of crops, or keeping or raising domestic animals.

(3) "Building" means a structure used or intended for supporting or sheltering any use or occupancy and any improvements attached to it.

(10) "Not for human occupancy" means use of a structure for purposes other than protection or comfort of human beings, but allows people to enter the structure for:

- (a) maintenance and repair; and
- (b) the care of livestock, crops, or equipment intended for agricultural use which are kept there.

**As defined in State Code §15A-1-204:**

(11)(a) Except as provided in Subsection (11)(b), a structure used solely in conjunction with agriculture use, and not for human occupancy, is exempt from the permit requirements of the State Construction Code.

(b)(i) Unless exempted by a provision other than Subsection (11)(a), a plumbing, electrical, and mechanical permit may be required when that work is included in a structure described in Subsection (11)(a).

(ii) Unless located in whole or in part in an agricultural protection area created under Title 17, Chapter 41, Agriculture and Industrial Protection Areas, a structure described in Subsection (11)(a) is not exempt from a permit requirement if the structure is located on land that is:

- (A) within the boundaries of a city or town, and less than five contiguous acres

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

For Town Use only

Approved ( ) YES, Date \_\_\_\_\_ By \_\_\_\_\_ Town Council

# Cedar Fort AGRICULTURAL Building Approval Procedures

## **AGRICULTURAL Building Exemption Approval Procedure**

The Agricultural building Approval must be **TOTALLY COMPLETE** before giving it to the Town.

1. Applicant can pick up this **Agricultural Building Exemption Checklist** (attached) and **Exemption Application** from the Town Clerk by appointment or from the Town website – townofcedarfort.com.
2. **COMPLETED** Application and ALL checklist information will be mailed or hand delivered to: **Town of Cedar Fort, Attn. Town Clerk, PO Box 389, Cedar Fort, UT 84013.**
3. The application is then forwarded to the Town Councilman over building permits who will review the application.

For Agricultural buildings that have mechanical, electrical or plumbing included in the permit request, the following procedure will be followed (future requests for addition of utilities will require a new building permit and associated inspections):

1. If mechanical, electrical or plumbing is included or planned in the future, Councilman over building permits will also forward them to the Town building inspector for plan review, approval, and fee assessment.
2. Councilman over building permits will receive the building permit package and all supporting information as well as the inspector-reviewed plans. The Councilman over permits will make the final decision on the application.
3. Councilman over permits will calculate fees on approved application and notify applicant of the amount due.
4. After final approval is given by the Town Council, the applicant will have 60 days in which to obtain the permit by paying all required fees. The application will become null and void if the permit has not been obtained within the prescribed 60-day period. It is the responsibility of the applicant to confirm permit approval by the Town and to obtain the permit.
5. Permit will be issued after receipt of all fees due to the Town.
6. For AG buildings that have plumbing/electrical, Building Inspector will be notified that a permit has been issued (Name & Number on permit). Applicant will fill out the Cedar Fort Building Inspection Request Form at [www.cedarfort.town](http://www.cedarfort.town). This will notify Councilman over permits and arrange inspections by the Town Inspector (**notify Town 3 days before desired inspection**). Pursuant to State Code, no longer than 180 days can transpire without substantial progress being made on building after the permit has been issued - substantial progress being defined as an inspection or partial inspection being called for.
7. When FINAL INSPECTION is completed, Inspector will notify Town and sign APPROVAL Form.

### NOTES:

1. If ANY construction is commenced prior to approval of the Agricultural Building Permit, a fine will be imposed.
2. Any questions regarding the procedures for building permit application should be directed to the Councilman over Building Permits.