

Cedar Fort Miscellaneous Building Approval Procedures

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

Type: () Miscellaneous building 120 S.F. and under () Portable shipping container (Conex)
 () Miscellaneous building over 120 to 200 S.F. () Portable, Prefab Carport
 () Portable, Prefab shed 200 S.F. and under () Other _____

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

Laura Ault, 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 MUST be mailed, or hand delivered, to: **Town of Cedar Fort, Attn. Building, PO Box 389, Cedar Fort, UT 84013.**

This checklist is for miscellaneous buildings less than 200 square feet and other similar structures. This is not the building permit application. A completed Town of Cedar Fort Building Permit Application is required; it is a numbered, triplicate form that can be picked up by appointment during office hours on Tuesdays from 6-7 p.m. at the Cedar Fort Town Hall. Please email building@cedarfort.town to schedule this appointment.

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

1. () **Town of Cedar Fort Miscellaneous Building Statement of Acknowledgement** completed and signed (see attached, below).
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. () **Water** – Will the outbuilding have plumbing/water? YES NO (circle one)
 - a. () Is there a residence built on the parcel with a town water system connection?
 - b. () Is there a private well on the parcel? _____

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- c. () Is there a shared private well on the parcel? _____ (if shared, provide agreement)
4. () **Electrical** – will the structure have electricity? YES NO (circle one)
a. () Is there a currently power to the parcel? YES NO (circle one)
b. () Will a new meter base and power connection be added? YES NO
5. () **Utilities. ALL UTILITIES MUST BE UNDERGROUND. NO POLES ALLOWED.**
6. () **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”**). The plot plan shall include:
a. () Corner Elevations and any other unusual contour or drainage features
b. () Locations of all utilities (existing or planned) on or adjacent to the property
c. () Location and dimensions of proposed structures, as well as present structures and all setbacks
7. () **Setbacks and Height** – Refer to latest version of Cedar Fort Zoning Ordinance for specific requirements (CFO-200-PZ-2019), 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 miscellaneous building to dwelling
e. () Building height – 30’ from finished grade to roof ridge
f. () Structures must not cover more than 25% of rear yard
g. () Minimum Lot Width
8. () **Two sets of building plans** (one set if no utilities) (proper size, as noted above) showing the plan of the proposed structure, elevation views (minimum front and side), and details of construction.
9. () **Digital Copy.** All of the above required information must be submitted in paper as prescribed above and electronic format (PDF). Separate PDF files will be provided grouping information in each file to correspond to the above numbered requirements.
10. () **Deposit (non-refundable)** – (see amount below) made payable to: Town of Cedar Fort.
11. () **Cedar Fort Building Permit Application Form** completed and signed.
12. () **Signature** - I certify that the above information is true, correct and complete, to the best of my knowledge.

Statement of Acknowledgement

I, the undersigned property owner, do hereby acknowledge that the proposed building is for:

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Plumbing, electrical, and mechanical permits will be required when that work is included in the structure. Future addition of utilities will require a new building permit and appropriate inspections.

Signature of applicant

Date

Building Approval Fees

- Portable shipping container - \$25 Town filing fee (no inspections)
- Miscellaneous buildings under 120 sq. ft - \$25 Town filing fee (no inspections)
- Miscellaneous buildings 120 – 200 sq. ft - \$40 Town filing fee (no inspections)
- Portable, prefab carport - \$25 Town filing fee (no inspections)
- Portable, prefab shed - \$25 Town filing fee (no inspections)

Note: Any utilities added to above structures will require inspections and additional fees per Building Code

Deadline to Issue Permit - After Town approval of the Miscellaneous 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. 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 (when inspections are required)

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.townofcedarfort.com/building-inspections.htm. This will notify Councilman over permits and arrange inspections by the Town Inspector (notify Town 3 days before desired inspection).

The URL is: **www.townofcedarfort.com/building-inspections.htm**

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.

For Town Use only

Date Application postmarked _____ Date received by Town _____
Application Complete? () Date _____ by: _____