

# Cedar Fort Outbuilding 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: ( ) Outbuilding over 200 S.F. ( ) Detached garage  
 ( ) Site-built detached carport ( ) Other \_\_\_\_\_

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

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

This checklist is for non-agricultural outbuildings and other similar structures.

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

1. ( ) **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
  
2. ( ) **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? \_\_\_\_\_
  - c. ( ) Is there a shared private well on the parcel? \_\_\_\_\_ (if shared, provide agreement)
  
3. ( ) **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

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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”**). 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
  
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 outbuilding 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
  
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. ( ) **Plans must be stamped** by a professional engineer licensed in the State of Utah (if necessary).
  
8. ( ) **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.
  
9. ( ) **Deposit (non-refundable)** - \$250 made payable to: Town of Cedar Fort.
  
10. ( ) **Building Permit Application Form** completed and signed.
  
11. ( ) **Signature** - I certify that the above information is true, correct and complete, to the best of my knowledge.

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

\_\_\_\_\_  
Date

### Building Permit Fees

- Residential structural modifications/additions - \$250 Town filing fee + cost based on inspections (per Building Code)
- Fees and supplemental charges - based on inspections

**Deadline to Issue Permit** - After Town approval of the Outbuilding 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

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](http://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](http://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: \_\_\_\_\_