

## Cedar Fort Residential Building Permit Procedures

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

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](mailto: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 review. NO EXCEPTIONS!**

Notes:

1. NO temporary power will be installed until and unless a Residential Building Permit is obtained.
2. NO Town water connection will be allowed until and unless a Residential Building Permit is obtained.
3. If ANY construction is commenced prior to approval of the Residential Building Permit, a fine will be imposed.

COMPLETED Application and ALL checklist information MUST be mailed to: **Town of Cedar Fort, Attn. Town Clerk, PO Box 389, Cedar Fort, UT 84013**. Priority of complete applications is established by postmark.

### CHECKLIST

1.      ( ) **Zone** – What is the zone for this parcel? \_\_\_\_\_
2.      ( ) **Approved Building Parcel**: Is the parcel approved for building (subdivision of a parcel after February 1995 must have been approved by Town)?
3.      ( ) **Ownership** - Home construction requires applicant to be Grantee in fee simple.
4.      ( ) **Easements** - No permanent structure shall be placed within an easement, legal or implied.
  - a) ( ) Cedar Fort Irrigation Company (irrigation ditches, even if overgrown)
    - (a) Is there an Irrigation Company easement? [ ] Yes [ ] No
  - b) ( ) Are there utility easements not Town owned/controlled? [ ] Yes [ ] No

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- c) ( ) Other easements? [ ] Yes [ ] No
5. ( ) **Water:** Water Right Number(s): \_\_\_\_\_
- a) ( ) Cedar Fort Culinary Water Connection per Town Ordinance CFO-414-CE-2018 (completed change form, bond/security, and Water Right Warranty Deed (with historical use within Area 54-West for the past 30 years or entire usage life if less than 30 years)
- OR:
- b) ( ) State approved well/culinary water source with water rights owned by applicant (if using a shared well, must provide proof of ownership of at least 1.45 ac/ft. AND a copy of the agreement between parties that has been recorded on the burdened parcels).
- NOTE: Building Permit will not be granted until water is approved and flowing at parcel
6. ( ) **Septic System** – Provide a copy of approved septic design and septic permit from Utah County Health Department.
7. ( ) **Fire Protection** - Any structures not within 400' of Town fire hydrant shall include full-house fire sprinkler system per NFPA 13D. Fire Sprinkler system must be inspected and approved by Town's Fire Chief, or his agent, BEFORE occupancy. Dwelling must be within 30' of an Approved Driving Surface (see CFO-200-PZ-2018).
8. ( ) **Setbacks and Height** – Refer to latest version of Cedar Fort Zoning Ordinance for specific requirements (CFO-200-PZ-2018):
- a. ( ) Front setback –from front of structure to closer of street or front property line
- b. ( ) Rear yard setback –from rear of residence to rear property line
- c. ( ) Side setback – side setback differ for corner lots
- d. ( ) Building height (Max.) – 30' from finished grade to roof ridge
- e. ( ) Minimum dwelling size – on ground level
- f. ( ) Minimum Lot Width (Frontage on a public street must be entire length of one side of parcel)
9. ( ) **Access to Public Street.** ALL construction must be built on a parcel that abuts a public road with a width of 56' or greater for the entirety of one side (if dwelling is accessed from SR-73, must provide Town a copy of UDOT approval).
10. ( ) **Two sets of Plans.** Building Plans must include a Plot Plan. Size of drawings shall be 24" x 36".
- a. ( ) Plot plan must include Parcel Map dimensions indicating corner elevations and any drainage features of the land. Areas that drain onto adjacent properties shall include a drainage plan showing any retention ponds, berms or other flood control measures;
- b. ( )The plot plan shall also include locations of all utilities (existing or planned) on or adjacent to the property;
- c. ( ) Location of proposed/planned structures, as well as existing structures and easements, must be shown with dimensions and setbacks on the drawings.

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11. ( ) **Two sets of Building Plans**. Applicant must submit two complete sets of building plans, wet-stamped by engineer. Size of drawings shall be 24" x 36" - Complete package must include a minimum of:
- a. ( ) Floor plan (all levels),
  - b. ( ) Footing/foundation,
  - c. ( ) 4 elevations – Front, Rear, Left Side, Right Side,
  - d. ( ) Roof plan,
  - e. ( ) Section views and notes,
  - f. ( ) Floor and roof framing plans,
  - g. ( ) Electrical plan and details.
  - h. ( ) Mechanical plan and details – Water, Sewer
  - i. ( ) 2 complete sets of engineered drawings stamped by a professional engineer licensed in the State of Utah.
12. ( ) **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.
13. ( ) **Building Permit Application** completed and signed.
14. ( ) **Deposit (non-refundable)** - \$1000 (cashier check / money order only) made payable to: Town of Cedar Fort.
15. ( ) **Signature** - I certify and guarantee that all information submitted in connection with my building permit is true, accurate, constitutes a complete disclosure relating the items requested herein, and does not omit any information that would make the submitted information misleading.

\_\_\_\_\_  
Signature(s) of applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature(s) of applicant(s)

\_\_\_\_\_  
Date

**Deadline to Issue Permit** - After Town approval of the Residential 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 lapse of approval and all deposits will be forfeited. It is the applicant's responsibility to track building permit approval.

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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: \_\_\_\_\_