

# Cedar Fort Residential Modifications Building Permit 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

Type: ( ) Residential Modification    ( ) Attached Garage/Carport    ( ) Other \_\_\_\_\_

**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!**

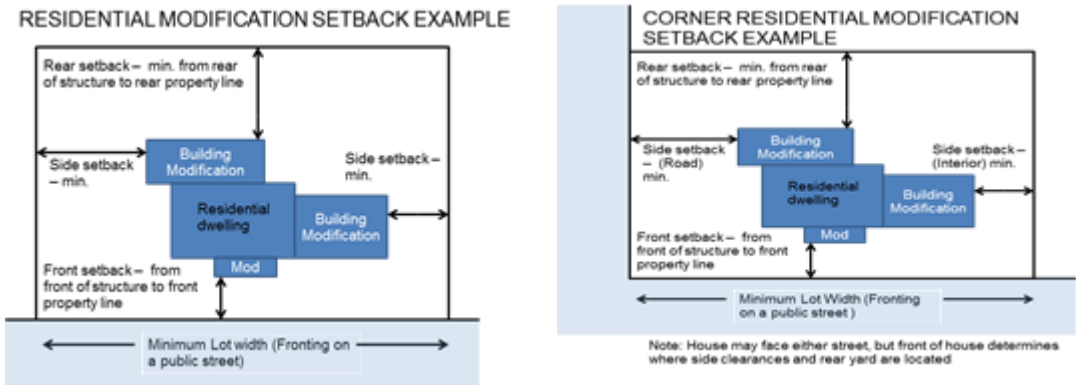
COMPLETE Checklist information MUST be mailed, or hand delivered, to: **Town of Cedar Fort, Attn. Town Clerk, PO Box 389, Cedar Fort, UT 84013**, or hand delivered to the Town Clerk.

This checklist is for structural modifications or alterations to a residential structure. This includes, but is not limited to, room additions, structural porches, attached carports, garages, and decks more than 30" off the ground. The following items are required:

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.        ( ) **Two sets of plot plans Drawn to Scale** showing all dimensions and details of the parcel in question. Size of drawings shall be 24" x 36", unless approval from Town is first obtained. The drawings must include the location of proposed structure(s) or modifications/additions, as well as existing structures with all dimensions of said buildings together with lot dimensions.
  
3.        ( ) **Proper setbacks** – 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 setbacks differ for corner lots

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- d.            ( ) Building height – maximum of 30’ average from finished grade to roof ridge



4.            ( ) **Two sets of structure/addition plans.** Plans must include: Floor plan (all levels) of the proposed structure modification/addition, footing/foundation, elevations, roof plan, section views and notes, floor and roof framing plans, and electrical plan.
5.            ( ) **Plans must be stamped** by a professional engineer licensed in the State of Utah.
6.            ( ) **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.
7.            ( ) **Deposit (non-refundable)** - \$250 made payable to: Town of Cedar Fort.
8.            ( ) **Building Permit Application** completed and signed.
9.            ( ) **Signature** - I certify that all information submitted in connection with this application is true, correct and complete, and does not contain, nor omit, any information or statement that would make any information misleading.

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

Building permit fees

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

**Deadline to Issue Permit** - After Town approval of the Residential Modifications 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 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.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.

For Town Use only

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