

## Cedar Fort Utilities Building Permit Checklist / Procedures

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

Type: ( ) Electrical ( ) Mechanical ( ) Water/Plumbing ( ) Other \_\_\_\_\_

NOTE: This checklist is not an exhaustive listing of details regarding issuance of a building permit. If there are any questions, please contact:

Ellen Cibula, Councilwoman      email: [building@cedarfort.town](mailto: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!**

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

### **UTILITY CONNECTION or INSTALLATION**

Electrical, Mechanical or Plumbing/Water connections requested for an existing structure will require an appropriate INSPECTION.

The type of connection or installation (WELL, WELL HOUSE, BARN, AG. BUILDING, MISCELLANEOUS, OUTBUILDING AND RESIDENCE) will determine the approval process. If the connection or installation is for an existing structure tied to a building permit that has already been issued the approval process will be minor. If the connection or installation is for a structure that doesn't require a building permit (e.g. AG building, etc.), it will be submitted with building criteria for approval. If connection is planned for future installation, that also will need to be submitted at the time of the request.

1. ( ) **Two sets of plans** (Minimum size – 8.5" x 11").- Complete package must include a minimum of: proposed modification/addition, notes, and utility plan.
2. ( ) **Utilities. ALL UTILITIES MUST BE UNDERGROUND. NO POLES ALLOWED.**
3. ( ) **Building Permit Application** completed and signed.

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4. ( ) **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.
5. ( ) **Deposit (non-refundable)** - \$40 made payable to: Town of Cedar Fort.
6. ( ) **Building Permit Application Form** completed and signed.
7. ( ) **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

- Electrical/Mechanical/Plumbing - \$40 Town filing fee
- Building Inspections - Cost based on inspections (per Building Code)

**Deadline to Issue Permit** - After Town approval of the Utilities 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: \_\_\_\_\_