

**BUILDING PERMIT CHECKLIST
INSIDE CITY LIMITS**

Name: _____ Address: _____

- ___ Fee Paid

 - ___ Completed Building Permit Application with required signatures

 - ___ City Zoning Clearance

 - ___ Plat Map with Property ID Number & County issued address

 - ___ Plot Plan showing location of utility lines/connections, & location, distances between other buildings on the property and property lines

 - ___ One complete set of legible plans in a PDF file

 - ___ Health Department Approval of septic system/drain fields (if needed)

 - ___ Emery Telcom Fiber Optic Service Request

 - ___ Residential Property Declaration for Property Under Construction or Unoccupied Property ((Form PT24)

 - ___ Owner Builder Certification if not using a contractor

 - ___ email all documents to building@emery.utah.gov

 - ___ Other _____
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BUILDING PERMIT APPLICATION

Emery County Building Department
75 E Main, PO Box 417
Castle Dale, Utah 84513
(435) 381-3555

APPLICANT INFORMATION (Please Print or Type) ↓	Date: _____	Permit No. _____
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Property Owner: _____ Phone: _____ Email: _____
 Address: _____ Box #: _____ City: _____ Zip: _____
 Job Site Address: _____ City: _____
 Property Tax ID#: _____ Application For: _____

CLASS OF WORK			
1. New <input type="checkbox"/> 2. Alteration <input type="checkbox"/> 3. Addition <input type="checkbox"/> 4. Repair <input type="checkbox"/> 5. Move <input type="checkbox"/> 6. Other <input type="checkbox"/>			
7. Use of Building	8. No. of Floors	9. Size of Building	10. Size of Lot
11. Type of Construction	12. Occupancy Class	13. Occupant Load	14. Zone

CONTRACTOR INFORMATION

General Contractor: _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____	Architectural Engineer: _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____
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Electrical Contractor: _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____	Plumbing Contractor: _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____
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Heating Contractor: _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____	Cement Contractor: _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____
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Excavation Contractor: _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____	Septic System Contractor: _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____
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MANUFACTURED HOMES

Manufacturer: _____	Year: _____	Model #: _____
Dealer: _____	Dimensions: _____	x _____
Address: _____	City: _____	State: _____ Zip: _____
Phone: _____	Cell: _____	Fax: _____
Installation Contractor: _____	License #: _____	
Address: _____	City: _____	State: _____ Zip: _____
Phone: _____	Cell: _____	Fax: _____
***Signature _____		

BUILDING TYPE & FEE CALCULATION			
Type	Sq. Ft Area	Sq. Ft Value	Total Value
Basement ___ Rough ___ Finished			
Main Floor			
Second Floor			
Garage			
Carport			
Covered Porch / Patio / Deck			
On Site Improvements			
Storage Shed			
Remodel			
Electrical Inspection			
Gas Inspection			
Commercial Building			
Other			
TOTAL VALUATION			

Applicant Please Read Carefully:

Applicant agrees to comply with all applicable City, County, and State Building Laws and Ordinances, and certifies that the representations in this application for a building permit are true and accurate, and any misrepresentations or errors herein are the sole responsibility of the applicant, and shall in no way incur or accrue liability or obligation to enforcing officers or agents.

This permit becomes null and void if work on construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

Occupancy of structure is prohibited until after final inspection and Certificate of Occupancy issued.

**Owner's Signature: _____ Date: _____

**Contractor's Signature: _____ Date: _____

Note: 24 hour notice is required for all inspections

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******OFFICE USE ONLY******

Check #: _____	BASE BUILDING PERMIT FEE	\$ _____
Cash: _____	+Plan Check Fee (Base x .65)	\$ _____
	SUBTOTAL	\$ _____
	+80% of 1% State Surcharge Fee	\$ _____
	TOTAL	\$ _____

BUILDING PERMIT NO.: _____ DATE ISSUED: _____

APPROVED FOR ISSUE BY: _____

****SIGNATURE REQUIRED FOR PROCESSING APPLICATION**

EMERY TELCOM - PRECONSTRUCTION FIBER OPTIC SERVICE REQUEST

- Initiate a request by calling Emery Telcom at (888)-749-1090 or email: buildingpermits@emerytelcom.com
- Generally, Emery Telcom services will follow the same path as the power utility. If your power service is planned to be aerial, we typically attach to the same aerial path. If your power service is planned to be buried, your communication service will typically be buried in the same trench.
- Emery Telcom requires developers to install a communications conduit, which will be provided upon request. Once the request is initiated, a representative will reach out to confirm details and schedule the conduit delivery.
- Communications conduit must be installed during the construction phase, as any installation post construction may incur significant costs to the owner.

CUSTOMER INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: () _____

EMAIL ADDRESS: _____

CONTRACTOR INFORMATION

NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: () _____

EMAIL ADDRESS: _____

SERVICE INFORMATION

NAME: _____

SUBDIVISION NAME, PHASE & LOT / UNIT NUMBER: _____

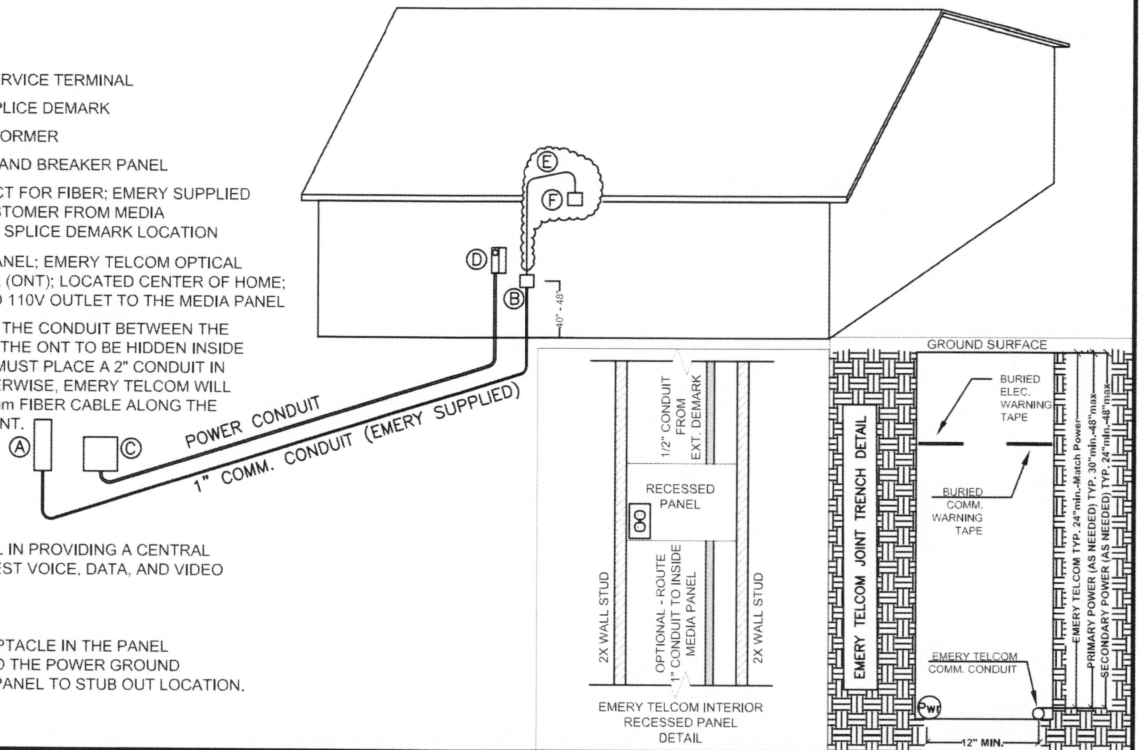
ADDRESS TYPE (HOUSE, APT / CONDO / TOWNHOUSE, OUTBUILDING, COMMERCIAL, ETC.): _____

ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

- (A) COMM. NETWORK SERVICE TERMINAL
- (B) COMM. EXTERIOR SPLICE DEMARK
- (C) ELECTRICAL TRANSFORMER
- (D) ELECTRICAL METER AND BREAKER PANEL
- (E) 1/2" LOW SMOKE DUCT FOR FIBER; EMERY SUPPLIED
CAT 5 WIRE PER CUSTOMER FROM MEDIA PANEL TO EXTERIOR SPLICE DEMARK LOCATION
- (F) RECESSED MEDIA PANEL; EMERY TELCOM OPTICAL NETWORK TERMINAL (ONT); LOCATED CENTER OF HOME; PROVIDE DEDICATED 110V OUTLET TO THE MEDIA PANEL

IF THE OWNER PREFERS THE CONDUIT BETWEEN THE SERVICE TERMINAL AND THE ONT TO BE HIDDEN INSIDE THE WALL, THE OWNER MUST PLACE A 2" CONDUIT IN THE FOUNDATION. OTHERWISE, EMERY TELCOM WILL PLACE A CONDUIT OR 6mm FIBER CABLE ALONG THE OUTSIDE WALL TO THE ONT.



MEDIA PANEL

THE MEDIA PANEL IS IDEAL IN PROVIDING A CENTRAL POINT TO PROVIDE THE BEST VOICE, DATA, AND VIDEO SERVICES.

MEDIA PANEL REQs:

- PROVIDE A POWER RECEPTACLE IN THE PANEL
- PROVIDE A #6 GROUND TO THE POWER GROUND
- CAT5 WIRE FROM MEDIA PANEL TO STUB OUT LOCATION.

SINGLE FAMILY HOME FIBER OPTIC COMMUNICATIONS DIAGRAM

TRENCH / JOINT TRENCH / HOME INSTALL DETAIL



Residential Property Declaration for Property Under Construction or Unoccupied Property

This form must be submitted to the County Assessor's office where your new residential property is located before a residential exemption is allowed on property under construction or unoccupied property that will be used for residential purposes as a primary residence upon completion of construction or occupation of the property.

PT-24 07/15/20

Residential Property Owner Information

Name(s):

Home phone:

Work phone:

Mailing address:

Email address:

City:

County:

State:

Zip:

Residential Property Information

Physical address:

Parcel number:

City:

County:

State:

Zip:

Signature

Under penalty of perjury that, to the best of each owner's knowledge, upon completion of construction or occupancy of the residential property, the residential property will be used for residential purposes as a primary residence.

Owner signature

Date (mm/dd/yyyy)

Owner printed name



Owner / Builder Certification Agreement

To Comply with The Construction Trades Licensing Act

New Residential Construction Remodel or Addition by Owner

File this with the City or County Building Department where the work is being performed. The City or County Building Department will forward this form to B4@utah.gov.

PROJECT INFORMATION

Owner / Builder Name: _____
First Middle Last

Current Address: _____
Street Address (including Apt/Unit/Ste #) and/or PO Box

City: _____ State: _____ Zip: _____

Phone: (____) ____ - _____ Email: _____
Note: All Division notices and communication will be sent to this email.

LOCATION OF CONSTRUCTION SITE:

Site Address: _____
Physical Address

City: _____ State: _____ Zip: _____

Subdivision: _____ Lot Number: _____

CERTIFICATION

I, _____, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

For New Residential Construction Only: I am the sole owner of the property and construction project at the above-described location; the project described is the only residential structure I have built this year; I have not built more than three residential structures in the past five years.

For New Residential and Remodel Construction: The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use and the work performed on the project must be performed by the following:

- myself as the sole owner of the property; or
- a licensed contractor; or
- my employee(s) on whom I have Workers Compensation Insurance coverage, on whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or
- any other person working under my supervision as Owner/Builder to whom no compensation or only token compensation is paid; and

I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which licensure is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000.00 for each day on which I violate the Utah Construction Trades Licensing Act.

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signature of Applicant: _____ Date: _____

REQUIRED INSPECTION LIST

FOR INSPECTIONS PLEASE CALL KATRINA @ 1-800-560-6151

- Temp Pedestal
- Power to Panel
- Gas Line

SUB-ROUGH

- Footings
- Foundation
- Electrical
- Mechanical
- Plumbing

ROUGH

- Building
- Electrical
- Mechanical
- Plumbing
- Insulation
- Weather Barrier
- Shear Nailing
- Shower Pan
- Stucco Lathe
- Bond Beam
- Block Building

FINAL

- Building
- Electrical
- Mechanical
- Plumbing
- Grading

******FOR YOUR INFORMATION ONLY******

CONTACTS

EMERY COUNTY

ZONING

Jim Jennings
(435) 381-5660

jimj@emery.utah.gov

CASTLE DALE ZONING

(435) 381-2115

castledalecity@gmail.com

Kerry Lake
(435) 381-5229 (Home)
(435) 749-2555 (Cell)
kerry.lake@gmail.com

CLAWSON ZONING

(435) 384-2724

clawsontownclerk@gmail.com

CLEVELAND ZONING

(435) 653-2310

clevelandtown@etv.net

ELMO ZONING

(435) 653-2125

elmotownutah@gmail.com

Stoney Jensen
(435) 653-2960 Home
(435) 820-0574 Cell

EMERY ZONING

(435) 286-2417

townhall@etv.net

FERRON ZONING

(435) 384-2350

(435) 384-2482

recorder@ferroncity.org

GREEN RIVER ZONING

(435) 564-3448 ext 7

David Wilson

[codeenforcement@](mailto:codeenforcement@greenriverutah.com)

greenriverutah.com

HUNTINGTON

ZONING

(435) 687-2436

treasurer@huntingtonut.com

Gary Arrington

ORANGEVILLE ZONING

(435) 748-2651

orange@etv.net

Seth Manning

(435) 749-0440

sethmanning2004@yahoo.com

ROAD

ENCROACHMENT

PERMITS

Emery County

(435) 381-3510

Justin Truman

(435) 381-3511

Natalie Humphrey

(435) 381-3517

justint@emery.utah.gov

natalieh@emery.utah.gov

UDOT

Emery (435) 286-2276

Huntington (435) 687-9969

Green River (435) 564-3316

Mark Larsen

(435) 469-0919

larsenmark@utah.gov

Mike Miles

(435) 633-5789

mriles@utah.gov

SOUTHEAST UTAH

HEALTH DEPARTMENT

Price (435) 637-3671

Castle Dale (435) 381-2252

WATER

Contact your respective city

Emery Water Conservancy
District

(435) 381-2311

North Emery Water Users

Sue McArthur

(435) 653-2649

northemery@etv.net

SUNRISE

ENGINEERING

1-800-560-6151

Building Department

building@emery.utah.gov