

BUILDING PERMIT CHECKLIST

AME: _____ ADDRESS: _____

INSIDE CITY LIMITS

- ___ Fee Paid
- ___ Completed Application Form with required signatures
- ___ City Zoning Clearance
- ___ Property Tax ID Number & County Issued Address
- ___ Plot Plan showing location of utility lines/connections, water/sewer connections, & location and distances between other buildings
- ___ One complete set of plans, tie down plan from the manufacturer, footer/foundation plan, and floor plan
- ___ Manufactured Home checklist completely filled out
- ___ Health Department Approval of septic system/drain fields (if applicable)
- ___ Owner Builder Certification if not using a contractor
- ___ Emery Telcom Fiber Optic Service Request
- ___ Residential Property Declaration for Property Under Construction or Unoccupied Property
- ___ Email forms to:
building@emery.utah.gov

OUTSIDE CITY LIMITS

- ___ Fee Paid
- ___ Completed Application Form with required signatures
- ___ County Zoning Clearance
- ___ Plat showing ownership, road access, and Tax ID number & County Issued Address
- ___ Plot Plan showing location of utility lines/connections, water/sewer connections, and location and distances between other buildings
- ___ Road Encroachment Permit
- ___ Letter of Intent for residential water and/or sewer hookups
- ___ Health Department approval of septic system/drain fields
- ___ Manufactured Home checklist completely filled out
- ___ One complete set of plans, tie down plan from the manufacturer, footer/foundation plan, floor plan
- ___ Owner Builder Certification if not using a contractor
- ___ Emery Telcom Fiber Optic Service Request
- ___ Residential Property Declaration for Property Under Construction or Unoccupied Property
- ___ EC Building Permit Point System Qualifications
- ___ Email forms to:
building@emery.utah.gov



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 ☐ 2. Alteration ☐ 3. Addition ☐ 4. Repair ☐ 5. Move ☐ 6. Other ☐

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: _____

Electrical Contractor: _____

Address: _____ Zip: _____

Phone: _____ Cell: _____

License #: _____

***Signature: _____

Plumbing Contractor: _____

Address: _____ Zip: _____

Phone: _____ Cell: _____

License #: _____

***Signature: _____

Heating Contractor: _____

Address: _____ Zip: _____

Phone: _____ Cell: _____

License #: _____

***Signature: _____

Cement Contractor: _____

Address: _____ Zip: _____

Phone: _____ Cell: _____

License #: _____

***Signature: _____

Excavation Contractor: _____

Address: _____ Zip: _____

Phone: _____ Cell: _____

License #: _____

***Signature: _____

Septic System Contractor: _____

Address: _____ Zip: _____

Phone: _____ Cell: _____

License #: _____

***Signature: _____

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

=====

******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**

Manufactured Home Checklist (please fill out and provide all information)

Year of the home [redacted] (Any home built prior to June 16, 1976 will need to be brought up to HUD standards)

Single, double or triple wide. [redacted]

Double or triple wide will need to have stitching instructions for installation

Manufacturer instructions included? Yes [redacted] Not Applicable [redacted]

Need plat map of location of home. (This is required for every set of plans submitted)

Plat map included? Yes [redacted]

Is it being moved in? Yes [redacted] No [redacted]

Where is the home coming from? (if out of the jurisdiction it will need to be inspected before coming to our jurisdiction at owners expense). [redacted]

Need Roof snow load (min 30lbs). [redacted] lbs

Does home have an approved water heater designed for manufactured homes? (Sealed Combustion or electric. All others not allowed.) Yes [redacted] No [redacted] Not Sure [redacted] Type gas/Electric [redacted]

(If home does not have approved water heater it will need to be changed to an approved type.)

Show placement of stands/concrete blocks (per manufactures specs or ANSI 14.5) (Required)

Is layout included? Yes [redacted]

Type of holddown/tiedown system (Must be approved and have the manufacture installation instructions).

Type [redacted]

Show what pads are being used (ABS, concrete footings or cement blocks) **Cinderblocks not allowed.**

Type? [redacted]

If using concrete footings show plans footing dimensions and steel placement.

Plans included? Yes [redacted] Not Applicable [redacted]

If using a foundation, need detailed plans of foundation dimensions and steel placement.

Plans Included? Yes [redacted]

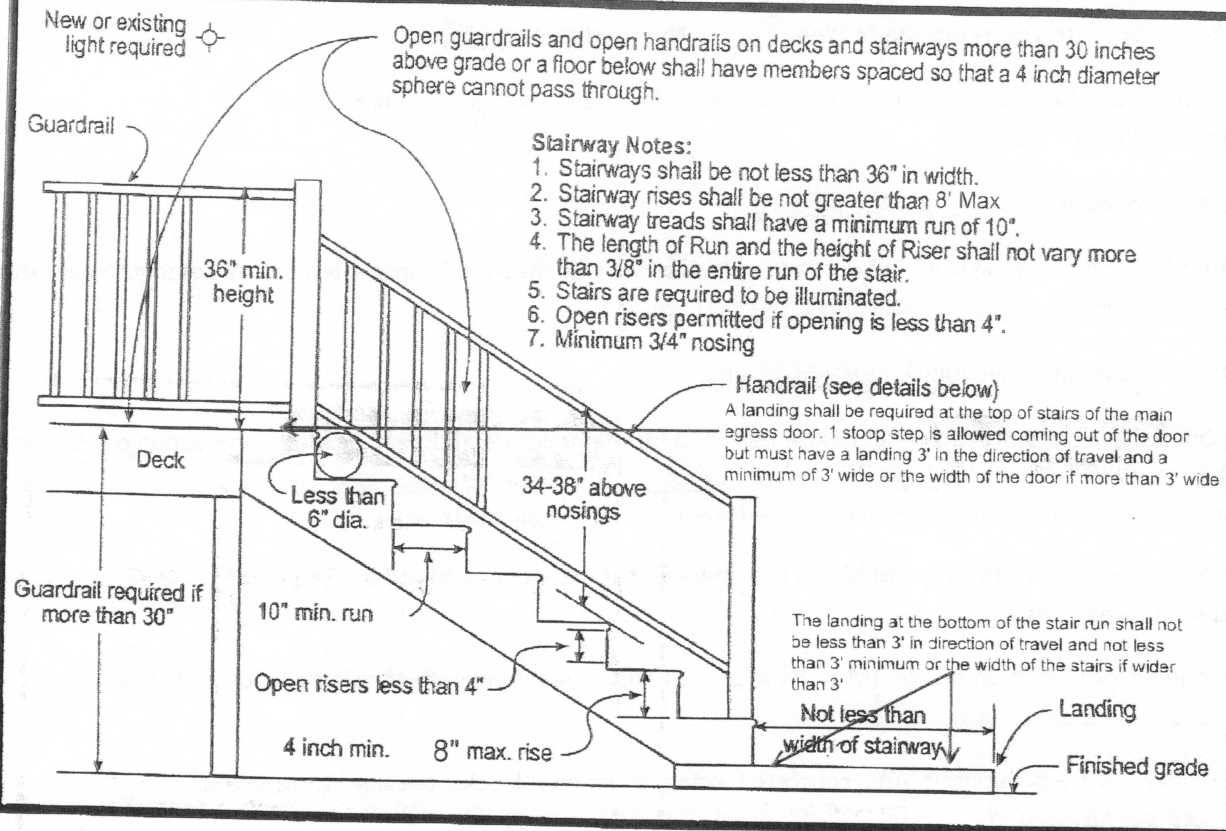
Location of utilities. (need drawings)

Drawings included? Yes [redacted]

- *Pylon stands must be set on an approved base. A maximum of 2" of threads between the stands and the chassis of the home should be showing.
- *A plastic vapor barrier Must be installed under all of home (min 6 mil plastic with 6" lap at all seams).
- *Stairs, handrails and guardrails must meet code requirements and an approved landing at bottom of the stairs.
- *If elevation/soil is to be built, up it must be with engineered fill compacted, in 6" layers.
- *Rain gutters over walking surfaces.
- *Skirting is required on all homes if there is no foundation.
- *An approved access is required to inspect under the under the home.
- *Cinder blocks are NOT allowed to be used as stands. Concrete blocks are allowed (8"x8"x16")
- *A concrete block base is allowed as long as the blocks are a minimum of 3" thick 8" wide and 16" in length. 2 blocks will be required so that the total base will be 16" x 16" X 3".
- *A 2"x8"x16" wood block is required between the concrete blocks and the metal chassis of the home. The home is not allowed to sit on the concrete blocks.

Single Family Residential Uncovered Decks and Porches

Stair & Handrail Specifications

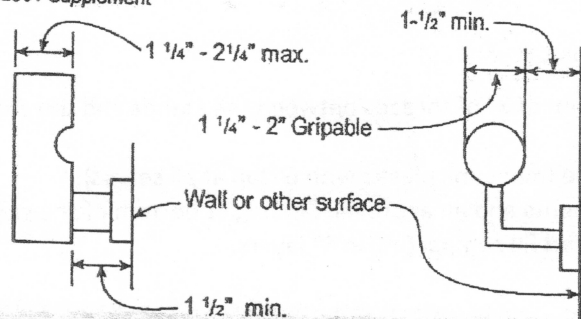


Handrail Notes:

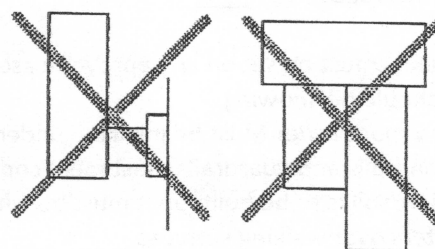
1. Handrails shall be continuous on at least one side of stairs with 3 or more risers.
2. Handrails shall be placed not less than 34 inches nor more than 38 inches above stair nosings.
3. The handgrip portion of handrails shall be not less than 1-1/4 inches nor more than 2 1/4 inches in circular cross section.
4. Handrails shall be placed not less than 1-1/2 inches from any wall or other surface.

Acceptable Handrail Details

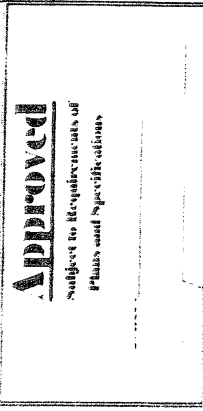
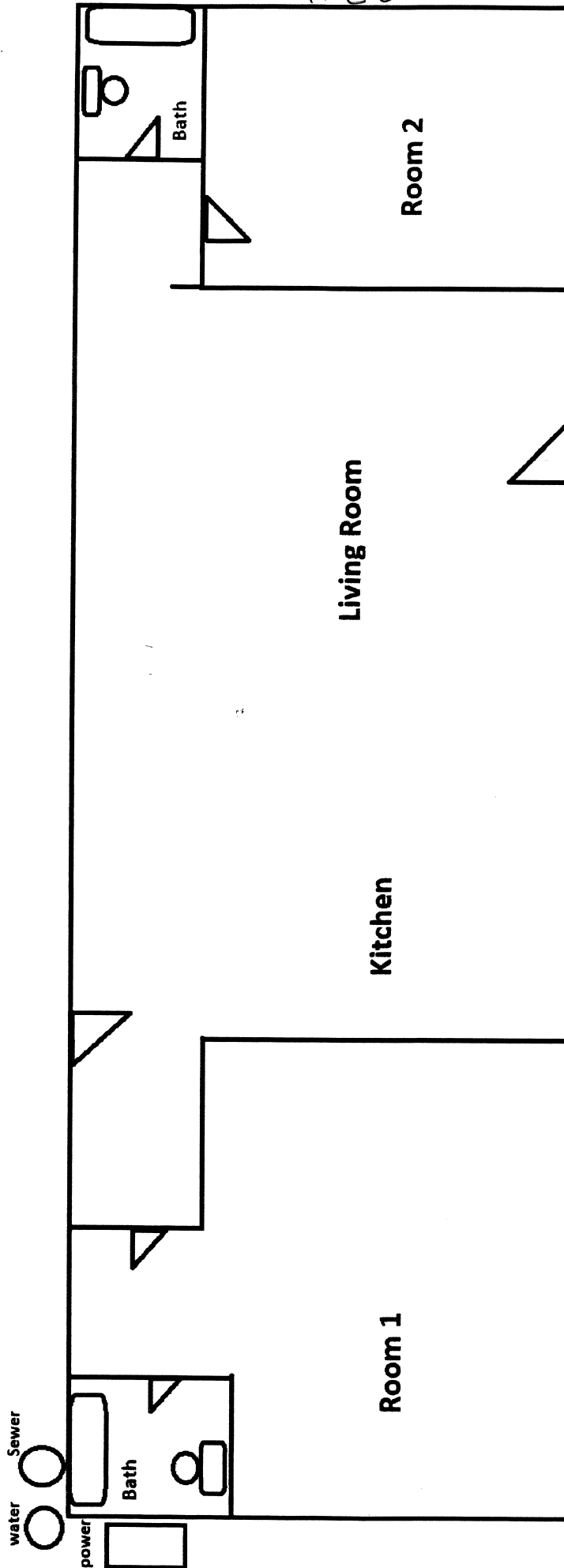
Per 2001 Supplement



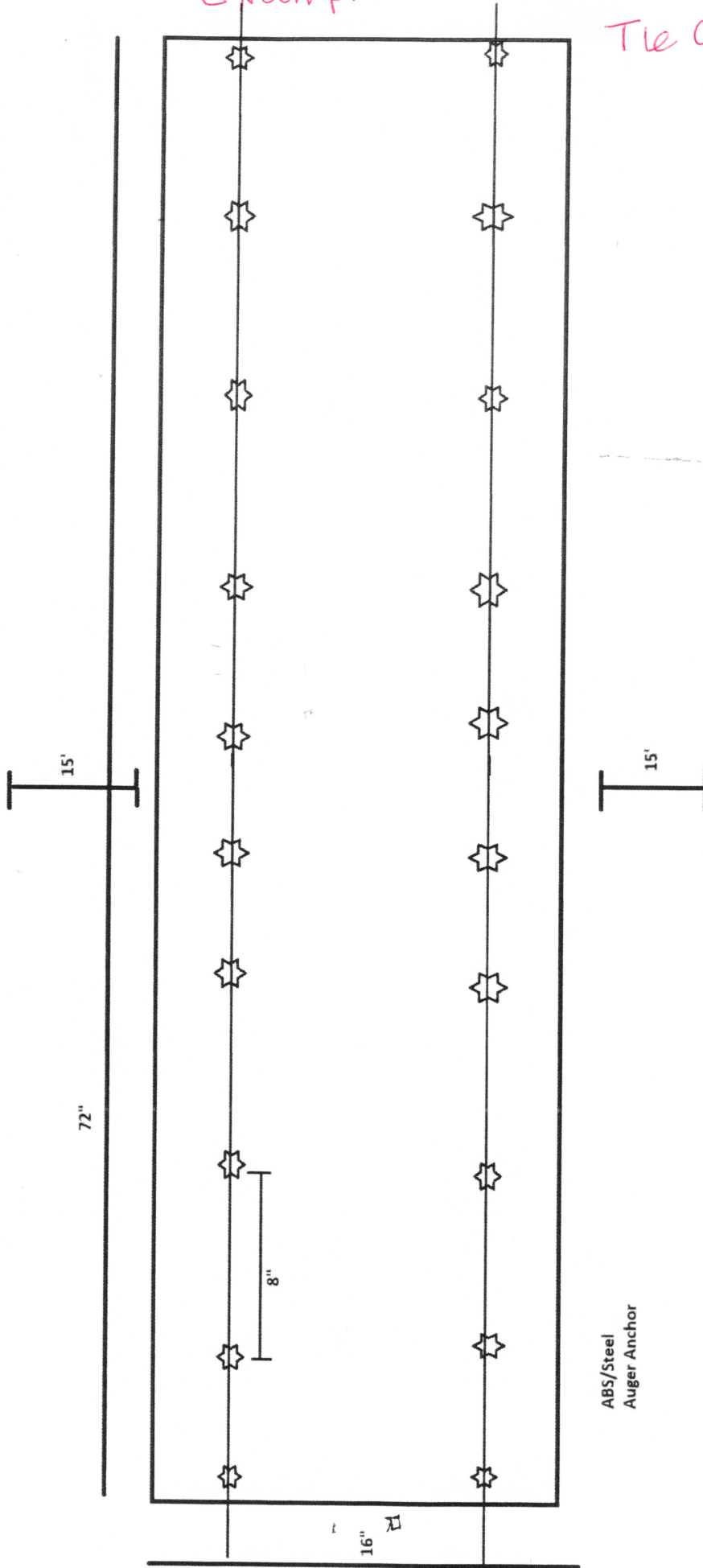
Unacceptable Handrails



EXAMPLE of floor Plan



Example of footers & Tie downs





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: _____

**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: _____

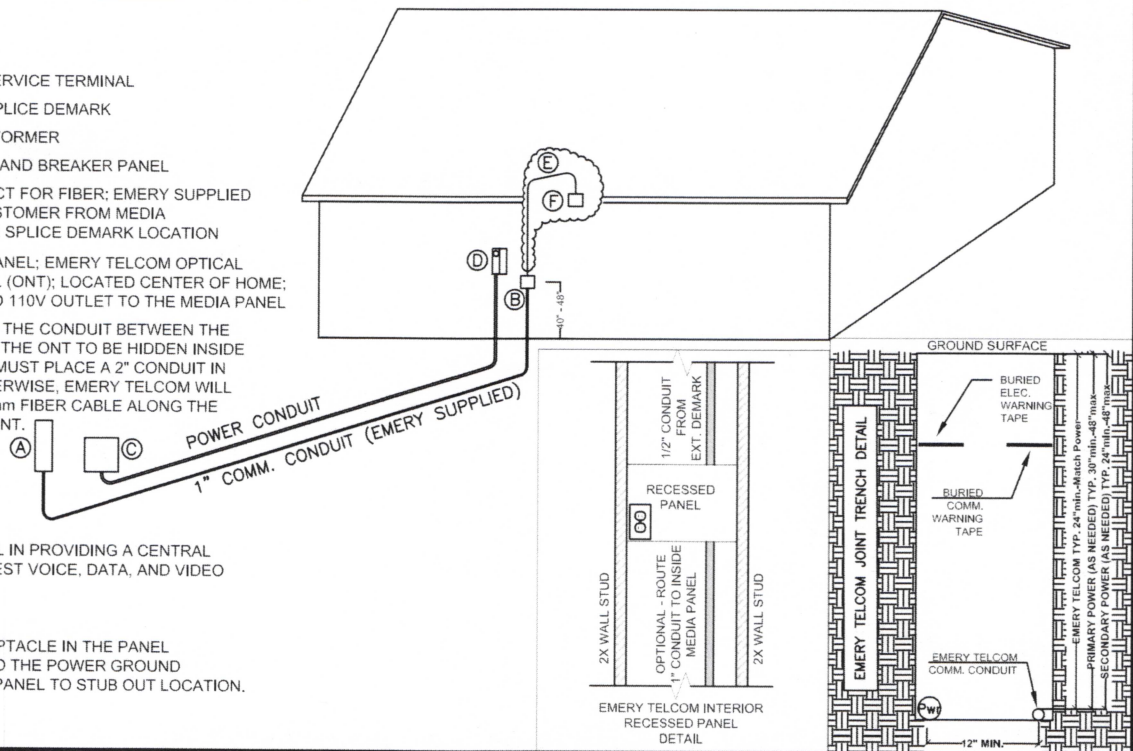
ADDRESS TYPE (HOUSE, APT / CONDO / TOWNHOUSE, OUTBUILDING, COMMERCIAL, ETC.): _____

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
- (F) 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

Emery County Building Permit Point System Qualifications

Owner is required to provide the following measurements and information

NAME _____

ADDRESS _____

Proximity to town	Miles from incorporated town or city	Points	Your Measurements	Qualifying Points
	1 mile or less	250		
	1 to 2.5 miles	200		
	2.5 to 5 miles	150		
	5 or more miles	50		
Road Access	Feet from improved county or state road		Your Measurements	
	less than 250 feet	250		
	between 250 and 500 feet	200		
	between 500 and 1000 feet	150		
	over 1000 feet	50		
Lot Size	50 points for minimum of 10 Acres Over 10 acres is 5 points per acre Maximum of 200 points for 40 Acres		Your Acreage	
Culinary Water Service	200 points = munipicle 100 points = well or spring or cistern			
Electrical	200 points = Public Grid			
Sewage Disposal	200 points = Public or State Approved System			
			Size of Your Dwelling	
Size of Dwelling	2500 square feet or more	100		
	between 1500 to 2500 sq ft	50		
	less than 1500 sq ft	25		
Total Points Must Equal 1000				

Signature of Owner _____

This signature certifies the information provided on this form is correct.

Suscribed and sworn before me on this _____ day of _____ 20 _____
in the county of _____ State of Utah

Notary Public _____

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@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

Building Department

building@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
mrmiles@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