



**COMMUNITY DEVELOPMENT**  
 152 East 100 North Vernal, Utah  
 435-781-5336

**Out Building Permit Application Packet**

Building Permit Checklist	Required at Submittal of Application	Required Signatures and Notary Stamp	Office Use Only
Owners Signature on all Required Forms		Signature	
Building Permit Application Form (in this packet)		Signature	
Proof of Ownership (this could be the most current tax statement or property information sheet)			
FEMA Floodplain Information (see question 2 below)		Signature	
Agreement for Electrical Meter (in this packet)		Signature	
Site Plan Showing: north indicator, lot shape and dimensions, ALL structures (existing and proposed), setbacks to center of road or back of curb, setbacks from all other property lines, street(s) or other structures, easements, right-of-ways, canals, ditches, drainages, driveways, wells, septic systems, FEMA floodplain. (see attached example page 4) The site plan can be drawn by the property owner.			
Water and/or Sewer Availability Letter (When Applicable)(This is a letter from the water district in which the structure will be located. This letter should include a fire hydrant location.) <b>Ashley Valley Water and Sewer-</b> 609 West Main St. Vernal, UT (435)789-9400. <b>Maeser Water and Sewer-</b> 1063 North 2500 West Vernal, UT (435)789-2353. <b>Jensen Water-</b> 5950 South 8500 East Jensen, UT (435)789-2781. <b>Tridell/Lapoint Water-</b> 10295 North 8200 East Lapoint, UT (435)247-2475. <b>Ute Tribe Water-</b> 7500 East Fort Duchesne, UT (435)725-0005. <b>Ouray Park Water-</b> Randlett, UT (435)545-2415.			
Fire Hydrant Location (This needs to be included on your water and/or sewer availability letter from the appropriate water district.) If there is not a fire hydrant within 600 feet of the proposed structure, you need to contact <b>Jeremy Raymond, the Fire Marshal at (435)781-6756</b> for an approval letter.			
Septic Construction Permit and/or Well Water Approval (This would be a letter from the Tri-County Health Department when you are planning on a septic system and/or water well. They are located at <b>133 South 500 East Vernal, UT. Phone number 435-247-1160.</b> )			
2 Complete <b>Legible</b> , to Scale Sets of Building Plans (minimum size 11X17)			
Road Encroachment Permit (this is a permit from the Uintah County Road Department that is required whenever there is going to be ANY work done in the county right-of-way i.e. driveways, utility connections, etc.) The Road Department is located in the county building at 152 E 100 N Vernal, UT (435)781-5307 or (435) 828-6252. Their office hours are Mon-Thurs 7am-6pm.			
Fire Marshal Approval (when your property is located in the Wildland Urban Interface, or you are building on a flag lot, see also fire hydrant location above. If you are unsure contact the Fire Marshal)			
Canal Company Letter (when there is a canal or a canal easement on your property)			
FAA Approval (when your property is located within airport zone A, B or C. If you are not sure check with the Community Development Office)			
Geotechnical Data and Compliance for Footing/Foundation (see question 3 below)			

**\*\*\*Incomplete Applications WILL NOT Be Accepted\*\*\***

**1- Is your property a buildable lot?** Yes No.

If no or you are not sure, please check the status of your property with the Community Development Department.

**2- Is there any FEMA Floodplain located on your property?** Yes No.

If yes or you are not sure, please check with the Community Development Department.

**3- Are there any soil problems/issues on your property or in the surrounding area?** Yes No

If yes or you are not sure, please contact the Community Development Department.

My signature below indicates that I have carefully reviewed and verified that all of the above items have been included with my application. I have checked each item or indicated N/A for items that do not apply. I have ensured that my plans and application are complete.

Owner or Authorized Agent Signature \_\_\_\_\_ Date \_\_\_\_\_



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**OUT BUILDING PERMIT APPLICATION**

Owner of Property \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant (if not owner) \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

Building Address \_\_\_\_\_ City \_\_\_\_\_

Tax ID (Parcel) Number \_\_\_\_\_ GPS Coordinates (if applicable) \_\_\_\_\_

Email \_\_\_\_\_

Type of Improvement New Building Addition Remodel Demo Other \_\_\_\_\_

Proposed Use of Structure \_\_\_\_\_

Number of Stories \_\_\_\_\_ Value \_\_\_\_\_

Main Floor sqft \_\_\_\_\_ 2<sup>nd</sup> Floor sqft \_\_\_\_\_ Additional Floors sqft \_\_\_\_\_

Basement Finished sqft \_\_\_\_\_ Unfinished sqft \_\_\_\_\_ Garage sqft Attached Detached \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ Number of Bathrooms \_\_\_\_\_

Engineer/Architect \_\_\_\_\_ License Number \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

General Contractor \_\_\_\_\_ License Number \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_

**A complete list of contractors used will be required before Certificate of Occupancy will be issued.**

**By signing below I understand and agree to the following:**

1. Deposit amount paid at the time of application is nonrefundable but will be credited towards the final cost of the plan check total.
2. Proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.
3. All information listed on this application is true and accurate, to the best of my knowledge and any misrepresentation may result in the denial or revocation of this permit.
4. I hereby agree to provide new information in the event any changes are made, including any changes to the listed contractors. I shall inform the Community Development Department prior to any work commencing.
5. An approved inspection is required every 180 days from the date of issuance or permit will expire and be null & void. I may enquire with the Building Official for any request for extensions.
6. I may apply for a building permit refund up to 90 days after the approval date and prior to commencement of work. Maximum refund may be up to 80% of permit fee, and will be determined by the Building Official.

Owner or Authorized Agent Signature \_\_\_\_\_ Application Date \_\_\_\_\_

Printed Name of Owner or Authorized Agent \_\_\_\_\_



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### Agreement for Electrical Meter

Temporary construction power shall only be used for the construction of a building and/or structure that complies with State and County Codes. Temporary power shall not be used for permanent occupancy.

The conditions for a permanent electric meter to be set in Uintah County require that the home and or structure which will utilize the power from the meter will meet the following conditions:

- Will be constructed according to Uintah County zoning and building regulations along with applicable codes.
- All inspections will be completed as necessary.
- A certificate of occupancy will be received and approved before structure and/or building is occupied.
- The house and/or structure must be lockable and the panel and sub-panel terminated.

MY SIGNATURE BELOW INDICATES THAT I HAVE CAREFULLY READ THIS DOCUMENT AND AGREE TO ABIDE BY IT. I UNDERSTAND THAT FAILURE TO DO SO CAN RESULT IN THE DISCONNECTION OF THE ELECTRICAL METER.

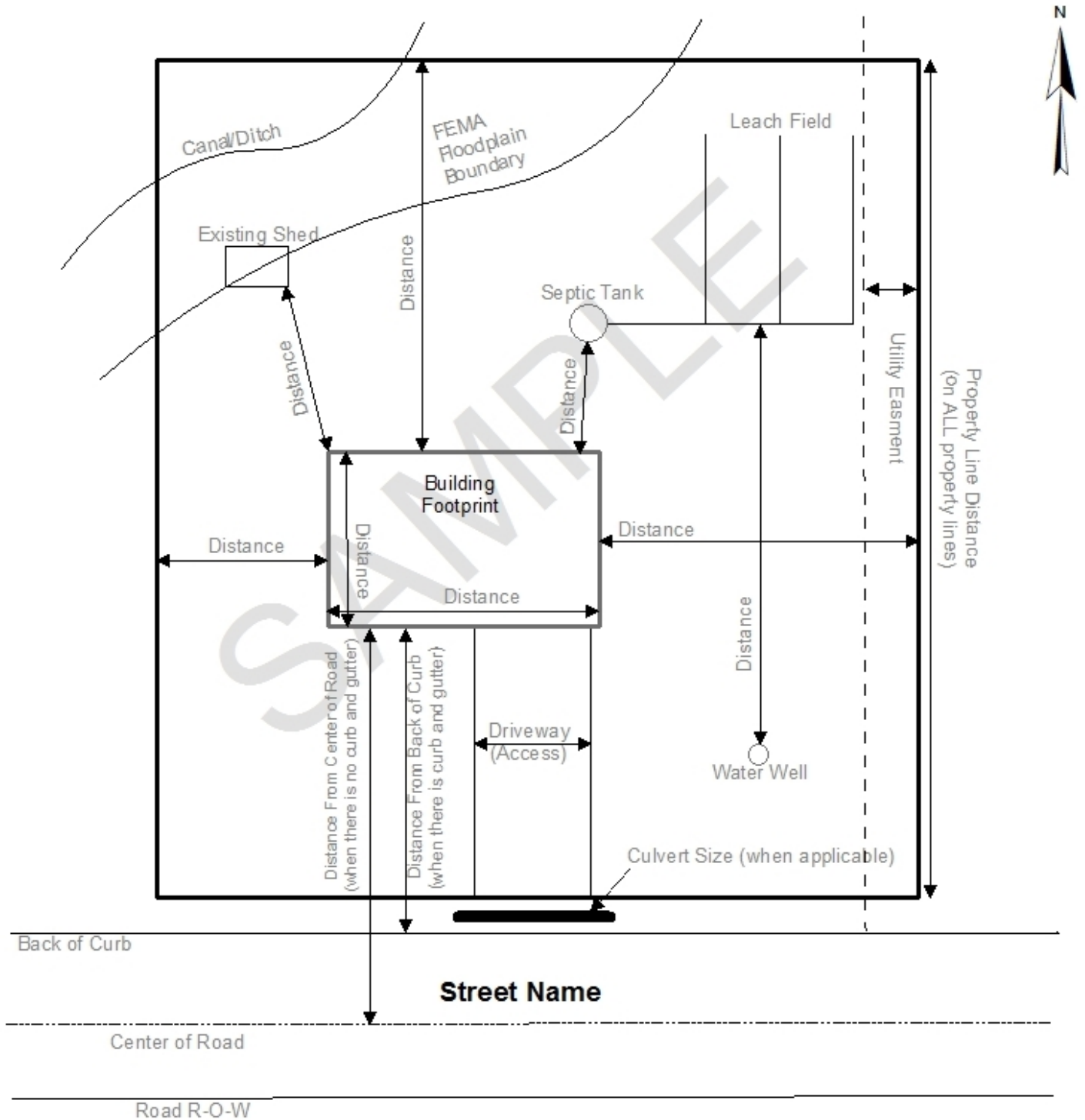
\_\_\_\_\_  
Owner or Authorized Agent Signature

\_\_\_\_\_  
Date



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### EXAMPLE SITE PLAN



\*If you are not aware of what the required setbacks are, please contact the Community Development Department.\*



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### Plan Requirements for Out Buildings

Plans submitted for a building permit shall include the following:

1. A plot plan must be submitted: (see example site plan in this packet)
2. A footing and foundation plan showing:
  - A. the depth of footings below grade
  - B. the width and thickness of footing
  - C. the height and thickness of foundation wall  
(If you are erecting a steel building we will require engineered footing and foundation plans.)
3. A floor plan showing:
  - A. any interior walls
  - B. door and window location and sizes
  - C. any electrical, mechanical, or plumbing
4. A cross section plan showing:
  - A. fire separation walls (if applicable)
  - B. size of all framing members
  - C. framing details
  - D. insulation and drywall (if applicable)
  - E. exterior finish materials
  - F. any vapor barriers (roof felt, house wrap etc)
5. A roof framing plan.
  - A. Indicate what type of roof framing will be done (manufactured trusses or stick built), (all roof systems are required to be engineered).
  - B. Indicate what type of roof sheeting will be used
  - C. Indicate what type of roof covering will be used
6. Elevation plans showing
  - A. height of buildings
  - B. Finish grade elevations