



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

**Residential Building Permit Application Packet**

Building Permit Checklist	Required at Submittal of Application	Required Signatures and Notary Stamp	Office Use Only
Fill out online building permit application- upload this packet with online application.		Signature	
Owner Builder Certificate (when owner will be their own contractor)- Upload document in online application		Notary Stamped	
FEMA Floodplain Information (see question 2 below)- Upload FEMA document with online application.		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. Upload site plan with online application			
Water and/or Sewer Availability Letter (This is a letter from the water district in which the structure will be located. This letter should include a fire hydrant location.) Upload letter with online application. <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> ) Upload document(s) with online application.			
2 Complete <b>Legible</b> , to Scale Sets of Building Plans- upload plans with online application.			
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 at <b>152 East 100 North Vernal, UT (435)781-5307 or (435)828-6252.</b> Their office hours are Mon-Thurs 7am-6pm. Upload permit with online application.			
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)- upload letter with online application.			
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) If required upload approval letter with online application.			
Geotechnical Data and Compliance for Footing/Foundation (see question 3 below)- Upload any geotechnical evaluation or engineering with online application.			
2015 Energy Code Compliance Sheet (in this packet)- Upload this packet with online application.			

**\*\*\*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.



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### RESIDENTIAL 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 Manufactured Home on Private Lot Moving

Manufactured Home in Park 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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## BUILDING PLANS CHECKLIST

### 2015 INTERNATIONAL RESIDENTIAL BUILDING CODE (IRC)

Review your plans and be sure each of the following details have been included. When each of the items have been verified, you are ready to submit your plans for a building permit. This list will be used when reviewing your plans for compliance. **This is not an all-inclusive list and individual projects may require additional information.**

### ITEMS TO BE SUBMITTED

- Residential Building Permit Application (filled out completely)
- Residential Building Permit Checklist along with all required documents and signatures

### PLOT PLAN

- North indicator
- Lot shape and dimensions
- Footprint of the new building(s) and all other existing buildings
- Front setback (measured from back of curb or center of road only)
- Rear and side setback
- Setbacks from all other structures located on the property
- All easements or right-of-ways (electrical, water, sewer etc)
- All canals, ditches and/or drainages
- Driveway (location of access)
- Wells and/or septic systems
- All utility locations (electric meter, water meter and sewer or septic)
- FEMA Floodplain

### BUILDING PLANS

**Designed to the currently adopted International Residential Code.** <https://codes.iccsafe.org/content/IRC2015>

Two **Legible** copies to scale (minimum size 11X17). Your plans must contain the following information:

- Plans are drawn and designed for our area
- Scale
- Front elevation
- Rear elevation
- Side elevations
- Cross section drawn specifically for the structure
- Label wall section showing materials to be used, and stud spacing and size, top plate, bottom plate, seal plate, seal seal (foundation to seal plate foam seal or equivalent), insulation, sheathing, weather barrier, exterior finishing, interior vapor retarders, drywall, roofing, trusses, floor joists, soffit, fascia, footing, foundation, steel reinforcing (rebar), j-bolts (size and spacing), etc
- Roof covering
- Soffit and Fascia detail
- Attic Ventilation detail, include calculated ventilation amount
- Footing size, depth and width (must be continuous) minimum 30" below grade for frost protection. Include step-downs at any basement walk out areas (30" deep foundation step down under threshold areas or at grade floor area)
- Foundation wall height and width (extend a minimum six inches above grade) minimum 8" wide
- Steel placement and size (for footings and foundation)

- \_\_\_ Framing details (Bracing as per IRC) wind load is 115 3sec, seismic zone C
- \_\_\_ Roof framing details
- \_\_\_ Floor framing details
- \_\_\_ Size, span and support of all beams and headers. Include engineering if applicable. Provide schedules and Sources for any spans. Uintah County roof snow load is 30lb, ground snow load 39lb
- \_\_\_ Exterior finish materials (brick, stone, siding)
- \_\_\_ Insulation type and R-factor for walls, ceilings, floors and crawl space. U-factors for windows and doors.
- \_\_\_ Crawl space detail, unvented (conditioned) or vented (unconditioned) with specific detail for how you will be doing this
- \_\_\_ Crawl space required thermal barriers (typically required over any foam insulation)
- \_\_\_ Drywall type and locations. Include separation wall between garage and habitable areas.
- \_\_\_ Opening protection between residence and the garage (min solid wood door not less than 1 3/8" thickness or honey-comb core steel door not less than 1 3/8" thick or a 20 Min rated door)

**STAIR DETAILS** (interior & exterior)

- \_\_\_ Rise and Run and length of stairs (Minimum Run 9" Maximum Rise 8" for residential)
- \_\_\_ Stairway width (Minimum 36" for residential)
- \_\_\_ Headroom (minimum 6'8")
- \_\_\_ Handrails and guardrails
- \_\_\_ Fire blocking detail
- \_\_\_ Any required sheetrock on underside detail
- \_\_\_ The above stair details are specific to this plan (not typical)

**FLOOR PLANS INCLUDING:**

- \_\_\_ Layout of main floor with all rooms labeled
- \_\_\_ Layout of secondary floors with all rooms labeled (include future unfinished rooms)
- \_\_\_ Door sizes and location (Include safety glazing as required)
- \_\_\_ Window sizes and location, include natural light and ventilation calculation as required, and opening orientation
- \_\_\_ Attic and crawl space access locations labeled and size shown

**ELECTRICAL DETAIL**

- \_\_\_ Breaker panel location is indicated
- \_\_\_ Meter location and size is indicated \_\_\_\_\_ Amps
- \_\_\_ All lights, switches, and receptacles are shown
- \_\_\_ Arc Fault protected circuits indicated for bedrooms
- \_\_\_ GFCI's are shown
- \_\_\_ Exterior receptacles with GFCI, sunlight resistant (WR), in use covers (bubble cover)
- \_\_\_ Tamper Resistant Receptacles shown
- \_\_\_ Smoke & carbon monoxide detectors locations are shown
- \_\_\_ Lighting type fixtures and locations (recessed or surface mounted) IC rating, Air tight models, CFL or LED required for min 75% of lighting.

**PLUMBING DETAIL**

- \_\_\_ Location of all plumbing fixtures
- \_\_\_ Water heater and drain locations
- \_\_\_ Lateral water line size \_\_\_\_\_ inches
- \_\_\_ 3" vents through roof
- \_\_\_ PRV (pressure reducing valve)
- \_\_\_ Hammer arresters on any quick shutting valves such as washing machines

\_\_\_ Water Heater drain pans and drains

\_\_\_ Thermal Expansion tank as required by water heating appliance manufacture

### **MECHANICAL DETAIL**

\_\_\_ Gas pipe design size, length & location. Provide BTU for the appliance, location, size of pipe and length to be used. Calculated CFH , size of gas meter (4oz or 2 lb) or propane

\_\_\_ Furnace location and size or other approved heating source

\_\_\_ Primary and secondary drain detail location for condensing appliances

\_\_\_ Flue locations

\_\_\_ Combustion air location and size. (details required for insulated sealed isolated room for appliances requiring combustion air)

\_\_\_ Bath fans shown and detail for venting directly to outdoors

\_\_\_ Other gas appliances to be shown

### **Energy Compliance**

\_\_\_ Provide details to show compliance with the 2015 IRC Energy Efficiency Code. This will include air sealing details, blower door testing and duct pressure testing. Clearly show R-Values for all assemblies, U-factors, equipment and system controls.

*Additional* information as required

PLEASE CAREFULLY REVIEW YOUR PLANS AND VERIFY THAT ALL ITEMS ABOVE HAVE BEEN INCLUDED AND ARE CORRECT. Please understand that any missing or incomplete items will delay the processing of your permit.

**\*\*\*Plans will be returned to you without approval until all items above are included.\*\*\***



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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.

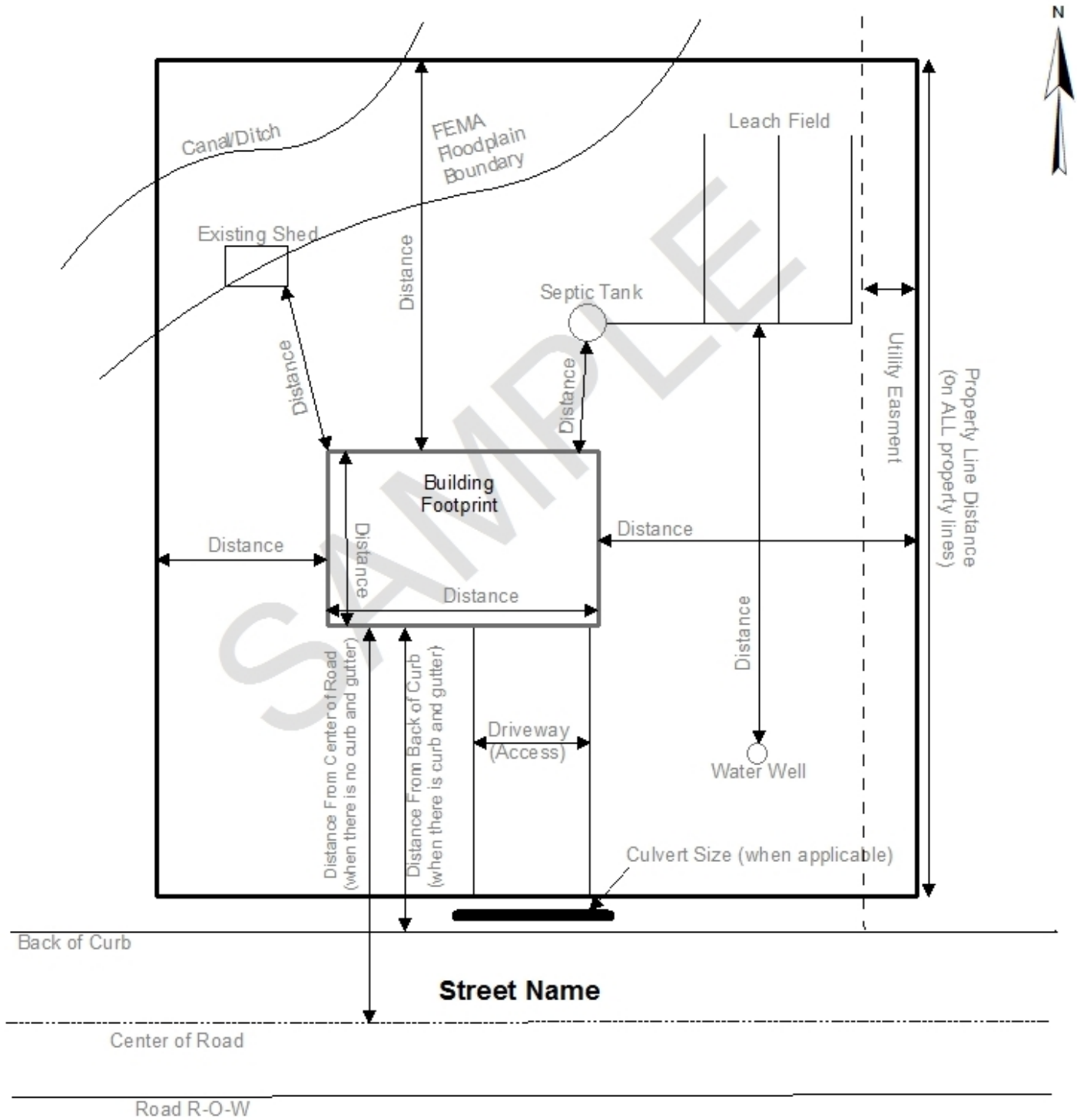
\_\_\_\_\_  
Owner or Authorized Agent Signature

\_\_\_\_\_  
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.\*

## **2015 Energy Code Compliance**

<https://codes.iccsafe.org/content/IRC2015> 2015 IECC

<https://le.utah.gov/xcode/Title15A/15A.html> 2015 IECC State Amendments

<https://www.energycodes.gov/rescheck> Free REScheck download

Select below which compliance path you will be following and who will be providing inspections and testing.

### **Compliance method:**

**Building Thermal Envelope compliance method**  Prescriptive  Prescriptive UA-Trade-Tradeoff  Simulated Performance  
 2015 Energy Rating Index (ERI)  Utah 2012 Rescheck ( 4%-Jan 2019-Jan 2021)

### **Choose one method of Building Thermal Envelope installation compliance method below.**

**Building Thermal Envelope Installation compliance IECC Table N1102.4.1.1 :**  by approved 3<sup>rd</sup> party  contractor

Provide 3<sup>rd</sup> party, information if available \_\_\_\_\_

or

**Building Thermal Envelope Blower Door Testing IECC N1102.4.1.2 :**  Building Performance Institute (BPI)  RESNET  Qualified Licensed contractor approved for Blower Door Testing.

Provide 3<sup>rd</sup> party information, if available \_\_\_\_\_

### **Duct Air Leakage Testing required for ducts and air handlers:**

#### **Exceptions:**

Exception: On or after January 1, 2019, and before January 1, 2021, The duct air leakage test is not required for systems with all air handlers and at least 75% of all ducts (measured by length) located entirely within the building thermal envelope.

Exception: On or after January 1, 2021, with the following: The duct air leakage test is not required for systems with all air handlers and at least 80% of all ducts (measured by length) located entirely within the building thermal envelope.

**Duct Testing agency**  Building Performance Institute (BPI)  RESNET  3<sup>rd</sup> Party (Qualified Licensed contractor approved for Duct Testing)

Provide 3<sup>rd</sup> party information, if available \_\_\_\_\_



**Rooms containing fuel-burning appliances.**

Where open combustion air ducts provide combustion air to open combustion fuel-burning appliances, the appliances and combustion air opening shall be located outside the building thermal envelope or enclosed in a room, isolated from inside the thermal envelope. Such rooms shall be sealed and insulated in accordance with the envelope requirements of Table N1102.1.2, where the walls, floors and ceilings shall meet a minimum of the basement wall R-value requirement. The door into the room shall be fully gasketed and any water lines and ducts in the room insulated in accordance with Section N1103. The combustion air duct shall be insulated where it passes through conditioned space to a minimum of R-8.

**Exceptions:**

1. Direct vent appliances with both intake and exhaust pipes installed continuous to the outside.
2. Fireplaces and stoves complying with Sections N1102.4.2 and R1006.

**List appliances where** open combustion air ducts provide combustion air to open combustion fuel-burning appliances below.

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*Owner or Authorized Agent signature*

\_\_\_\_\_ *Date*

*Please provide all information above to speed up plan review time. See the links above for more specific information.*

Uintah County Current Building Thermal Envelope Blower Door Testing Agencies.

**Home Energy Diagnostics**

**BPI Certified**

Korey 435-823-3237

Kyle 435-823-1710

**Barton Insulation**

**BPI, RESNET and Energy Star Certified**

Scott Barton 435-790-7205

Disclaimer; the certified list provided was completed with the most current information available as of April 2020. We have done our best to provide a local list of qualified individuals who can provide blower door and duct pressure testing as required for construction. If you are or know someone who is Certified with business's located in Uintah County that would like to be added to our list above, please email information to [aeaton@uintah.utah.gov](mailto:aeaton@uintah.utah.gov) or bring the information into the Community Development office at the above address.

DEPARTMENT OF COMMERCE  
Division of Occupational and  
Professional Licensing  
Bureau of Investigation  
160 E 300 S  
PO Box 146741  
Salt Lake City UT 84114-6741  
Email to [jwoolf@utah.gov](mailto:jwoolf@utah.gov)  
Or Fax to 801-530-6301, Attn: Jody Woolf



OWNER/BUILDER CERTIFICATION  
and  
AGREEMENT TO COMPLY WITH THE  
CONSTRUCTION TRADES LICENSING ACT

- New Residential Construction**  
 **Remodel or Addition by Owner**

Name of Owner/Builder: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

LOCATION OF CONSTRUCTION SITE:

Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot No. \_\_\_\_\_

**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:

1. **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:**

2. The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use:

3. I understand that work performed on the project must be performed by the following:

- a. myself as the sole owner of the property; or
- b. a licensed contractor; or
- c. 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
- d. any other person working under my supervision as Owner/Builder to whom no compensation or only token compensation is paid; and

4. 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Owner/Builder

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, in the County of \_\_\_\_\_ State of Utah.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public