

IRON COUNTY BUILDING & ZONING DEPARTMENT
82 NORTH 100 EAST, SUITE 102
CEDAR CITY, UT 84720
(435) 865-5350 – FAX: (435) 865-5359

APPLICATION FOR BUILDING PERMIT
Conventional Building

Name of Applicant: _____ Date: _____

Below is a checklist of requirements needed to process a building permit.

- ___ 1. Legal description of the property and proof of ownership.
- ___ 2. Physical address of property. Call Gail Snyder at 586-4955.
- ___ 3. Names, state license numbers, and signatures of all contractors: General, Electrical, Plumbing, and Mechanical.
- ___ 4. If Owner / Builder, sign the "Building Information Sheet" for each contractor, as applicable; and complete the enclosed Owner/Builder Certification. This form requires notarization.
- ___ 5. One complete set of plans and specs to include:
 - a. Plans and specs signed by the owner.
 - b. Plans may need to be engineered. Check with inspectors.
 - c. Plans must be legible and drawn to scale. (1/8, 1/4)
- ___ 6. A complete plot plan. The plot plan must include the following information:
 - a. Lot shape and dimensions.
 - b. Identify streets and addresses, rights-of-way, easements - including utilities and irrigation.
 - c. Drainage ditches, washes and waterways.
 - d. North Arrow indicator.
 - e. Setbacks from each property line to new and existing buildings, and distance between buildings.
 - f. Sizes of buildings and other structures.
 - g. Locations of driveway.
 - h. Elevation difference from lot corners to the foundation. A minimum of 12 inches plus 2% above the crown of the road to the top of the foundation.
 - i. Include the name, address and legal description of the property.
- ___ 7. Provide a copy of the septic permit approved by the health department (586-2437). Or, a copy of the paid receipt from the County Clerk's Office (477-8340) when connecting to sewer, and a letter from applicable entity. (See Page 2 for more details.)
- ___ 8. Sign / Witness the enclosed Habitat Conservation Plan Participation Election Form. A clearance letter from the Division of Wildlife Resources (865-6100) shall be required when located in a habitat area as shown on the Iron County Prairie Dog Maps.
- ___ 9. Sign / Notarize the enclosed Construction Power Agreement form. If Owner / Builder, the owner must sign as both the owner and contractor.
- ___ 10. Sign / Notarize / Record the enclosed Agreement to Establish Improvements form for property developed prior to August 17, 1981, or by metes and bounds description.

(Continued on back)

**NO DIGGING, TRENCHING, OR EXCAVATION
UNTIL BUILDING PERMIT IS ISSUED**

- ___ 11. Any dwelling or agriculture based business proposed for construction in an A-20 (Agriculture-20) zone, or an I-A (Intensive Agriculture) zone require additional documentation. Please check zoning to see if this process applies. If so, ask for the forms to complete.
- ___ 12. Include a plan of compliance with the Utah Wildland-Urban Interface Code.

General Information and Requirements

- ___ 13. Some subdivisions have active committees that approve building plans. Please check to see if the area you're building in does.
- ___ 14. Any construction in Parowan, Paragonah, or Kanarraville must include a sign-off from the entity before the building permit is issued. This sign-off must include all signatures from the appropriate people.
- ___ 15. Post the property with the owner's name and address prior to first inspection.
- ___ 16. Complete the enclosed Geotechnical Data & Compliance Report form is required prior to any footing and foundation inspection.
- ___ 17. Complete the enclosed Geotechnical Data & Compliance Report form required prior to backfill and final grade inspection.

Guidelines for Connection to Cedar City Sewer

- Obtain a sewer connection letter from the Cedar City Public Works Department/Wastewater Division stating the amount of fees due and payable. This department is located at 716 North Airport Road, Cedar City, Utah. Phone No: (435) 586-2912.
- Pay the fees due and payable to the Iron County Clerk's Office located in the Iron County Courthouse, 68 South 100 East, Parowan, Utah. Phone No: (435) 477-8340.
- Include a copy of the sewer connection letter from the Cedar City Public Works Department/Wastewater Division indicating fees due and payable, and the receipt from the Iron County Clerk's Office indicating sewer connection fees have been paid, with the building permit application. The sewer connection letter issued from the Cedar City Public Works Department/Wastewater Division will have an expiration date of 90 days from the date of issuance. If the building permit is not issued within the 90 day time frame, the applicant must obtain a new sewer connection letter.
- The applicant is responsible to ensure the home is placed at the proper elevation to drain into the sewer system.
- An inspection is now required for the sewer lateral from the main city line to the house.

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BUILDING PERMIT INFO SHEET

(Please complete form in its entirety - including all signatures, prior to submitting application)

OWNER OF PROPERTY: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____ CELL NUMBER: _____
PROPOSED USE OF STRUCTURE: _____
BUILDING ADDRESS: _____
LOT # _____ BLOCK _____ SUBDIVISION _____

ARCHITECT OR ENGINEER _____ LICENSE # _____
PRINT NAME _____ BUSINESS LICENSE # _____
SIGNATURE _____ PHONE # _____

GENERAL CONTRACTOR _____ LICENSE # _____
PRINT NAME _____ BUSINESS LICENSE # _____
SIGNATURE _____ PHONE # _____

ELECTRICAL CONTRACTOR _____ LICENSE # _____
PRINT NAME _____ BUSINESS LICENSE # _____
SIGNATURE _____ PHONE # _____

PLUMBING CONTRACTOR _____ LICENSE # _____
PRINT NAME _____ BUSINESS LICENSE # _____
SIGNATURE _____ PHONE # _____

MECHANICAL CONTRACTOR _____ LICENSE # _____
PRINT NAME _____ BUSINESS LICENSE # _____
SIGNATURE _____ PHONE # _____

OWNER'S SIGNATURE _____ DATE _____

IS THIS OWNER/BUILDER? YES NO

SETBACKS IN FEET: FRONT _____ SIDE _____ SIDE _____ BACK _____

SOURCE OF WATER ON PROPERTY: WELL SPRINGS HAULING PUBLIC

HOW MANY DWELLINGS ON PROPERTY NOW? _____

HOW MANY STRUCTURES ON PROPERTY NOW? _____

DEPARTMENT OF COMMERCE
Division of Occupational and
Professional Licensing
160 East 300 South, Fourth Floor
P.O. Box 146741
Salt Lake City, Utah 84116-6741
(801) 530-6628

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

Name of Owner/Builder: _____

Address: _____

City, State, ZIP: _____

LOCATION OF CONSTRUCTION SITE:

Address: _____

City, State, ZIP: _____

Lot: _____, Block: _____, Subdivision Name: _____

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. 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.
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 property owner; or
 - b. a licensed contractor; or
 - c. my employee(s) for whom I have worker's compensation insurance coverage, for 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 for each day I violate the law.

Dated this _____ day of _____, 20 _____.

Signature of Owner/Builder

Subscribed and sworn before me this _____ day of _____, 20 _____, in the County of _____,
State of _____.

Notary Public

IRON COUNTY BUILDING AND ZONING DEPARTMENT

82 NORTH 100 EAST, SUITE 102

CEDAR CITY, UT 84720

OFFICE: (435) 865-5350 – FAX: (435) 865-5359

Iron County Habitat Conservation Plan Participation Election Form

In conjunction with the completion and implementation of the *Habitat Conservation Plan for Utah Prairie Dogs in Iron County, Utah* (HCP), the U.S. Fish and Wildlife Service has issued an incidental take permit (Permit) to Iron County allowing limited take of Utah prairie dogs (*Cynomys parvidens*). By accepting the conditions of the HCP, as indicated by the signature(s) affixed below, a person/company will be afforded protection from prosecution for violations of the Endangered Species Act (ESA) when conducting development activities in Utah prairie dog habitat. By refusing the conditions of the HCP, as indicated by the signature(s) affixed below, a person/company foregoes such protection and may be liable for violations of the ESA when conducting development activities in Utah prairie dog habitat.

I, _____ accept the conditions for development as outlined in the Iron
(Print Name)

County HCP and, therefore, agree to participate in the HCP. I understand that, as long as I abide by the conditions of the HCP, including, but not limited to, surveys, take authorizations and clearance requirements, I will have protection from prosecution under ESA in connection with my development activities. I further understand that if I/my company or anyone under contract/employ or direction associated with my activities under the HCP permit fail to adhere to such conditions, I may not only be liable for violations of the ESA but may be subject to revocation of take authorization, additional fees, penalties and delays as deemed appropriate.

I, _____ do not accept the conditions for development as outlined in the
(Print Name)

Iron County HCP and, therefore, do not wish to participate in the HCP. By choosing not to participate in the HCP, I acknowledge that:

- I understand that the subject property may be located within a Utah prairie dog clearance area and may have Utah prairie dogs thereon;
- I understand that development of Utah prairie dog habitat by me/my company/or anyone under contract/employ or direction will be at their own peril and will not be afforded protection under the Permit issued to Iron County;
- I understand that it will be my responsibility to develop my own Utah prairie dog HCP for the subject property;
- I understand that by failing to complete an HCP for the subject property, and not receiving a Permit, I will **not** be afforded protection from prosecution under the ESA for violations I/my company/or anyone under such direction may commit during development; and
- I understand that by choosing to develop my own HCP, I will be delaying my/my company's development activities by a minimum of 120 days (the time necessary to process an application

for a Permit) with no guarantee that a Permit will be issued to me/my company upon completion of my own HCP.

Address of property: _____.

Legal Description: _____.

Assessor's Parcel Number: _____.

Signature

Date

Signature

Date

ACKNOWLEDGEMENT

State of: _____

County of: _____

On this _____ day of _____, 20____, _____
personally appeared before me to be the signer of the foregoing document, and he/she acknowledged that he/she signed it.

Notary Public

My Commission Expires: _____

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CONSTRUCTION POWER AGREEMENT

Owned by: _____ Permit No: _____
Building Address: _____
Lot _____, Block _____, Subdivision _____, or Section _____
Township _____ South, Range _____ West. Contractor: _____
Approved on: _____ Inspected by: _____

THIS BUILDING IS NOT READY FOR OCCUPANCY

Under Section R110.1 and R111.3 of the International Residential Code, should the building be occupied prior to the issuance of a Certificate of Occupancy, Iron County Building Department *will* disconnect any electrical service in this building herein. All cost associated with disconnection shall be paid by the undersigned contractor/supervisor or owner. Additionally, criminal charges may be brought against the contractor/supervisor or owner. The contractor may also lose their privilege of having electricity and other utilities on this or other projects prior to final inspection and approval.

Occupancy is defined as: "Use of the building or any part thereof other than by construction personnel and construction equipment during times when construction is taking place."

Iron County Building Department is relieved of all liability for damages resulting from the connection and/or disconnection of electrical power authorized by this document.

Electrical, gas and other utility services will be disconnected if the building permit should expire or the building inspector deems substantial progress is not being made.

~~~~~  
\_\_\_\_\_  
Owner Date

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the County of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
Residing In: \_\_\_\_\_

\_\_\_\_\_  
Contractor Date

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the County of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
Residing In: \_\_\_\_\_

THIS DOCUMENT REQUIRES RECORDING AT THE RECORDER'S OFFICE IN PAROWAN, UTAH  
**ACKNOWLEDGEMENT AND AGREEMENT TO ESTABLISH  
IMPROVEMENTS WITHIN IRON COUNTY, UTAH**

RECITALS

WHEREAS, Iron County is responsible to provide a required level of minimum service to its residences; and

WHEREAS, those services include sanitation, safety and welfare; and

THEREFORE, recognizing subdivisions recorded with the Iron County Recorder prior to August 17, 1981 and lots described by metes and bounds and aliquot (fractional) parts have little or no minimum improvements for roads, water and sewer systems; and recognizing the roads, streets, etc., have little or no improvement which lead to the said lot described herein, I/We acknowledge these roads, streets, etc., may or may not be upgraded, pending the financial burden and obligations elsewhere in the county;

AGREEMENT

I/We, \_\_\_\_\_, the undersigned, hereby agree that the lot(s) listed  
(Print Name)

herein will participate in the establishment of an improvement district, service district or other mechanism, necessary for the installation of roads, sewer, or water systems at a time determined by the Iron County Commission to the extent of bearing all costs, encumbrances, and burdens of said improvements along said boundaries of lot(s) listed herein, as well as our share of costs encumbrances, and burdens of main sewer trunk lines, water systems or roads necessary to allow such systems or roads to function properly and safely.

Lot \_\_\_\_, Block \_\_\_\_, Subdivision \_\_\_\_\_

Assessors Parcel No. \_\_\_\_\_

Legal Description (If applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Owner

State of \_\_\_\_\_ :

County of \_\_\_\_\_ :

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_, by \_\_\_\_\_

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

**GAS SIZING INSTALLATION PLAN:**

**Home Owner:** \_\_\_\_\_

**City/Location:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Block#:** \_\_\_\_\_ **Phase#:** \_\_\_\_\_ **Lot#:** \_\_\_\_\_

**PERMIT NUMBER** \_\_\_\_\_

**Installers Company Name:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **License#:** \_\_\_\_\_

**Fuel line sized for** \_\_\_\_\_ **4 oz.** \_\_\_\_\_ **2 lbs**

**BTU:** \_\_\_\_\_ **Total C.F.H** \_\_\_\_\_

**Total Length:** \_\_\_\_\_

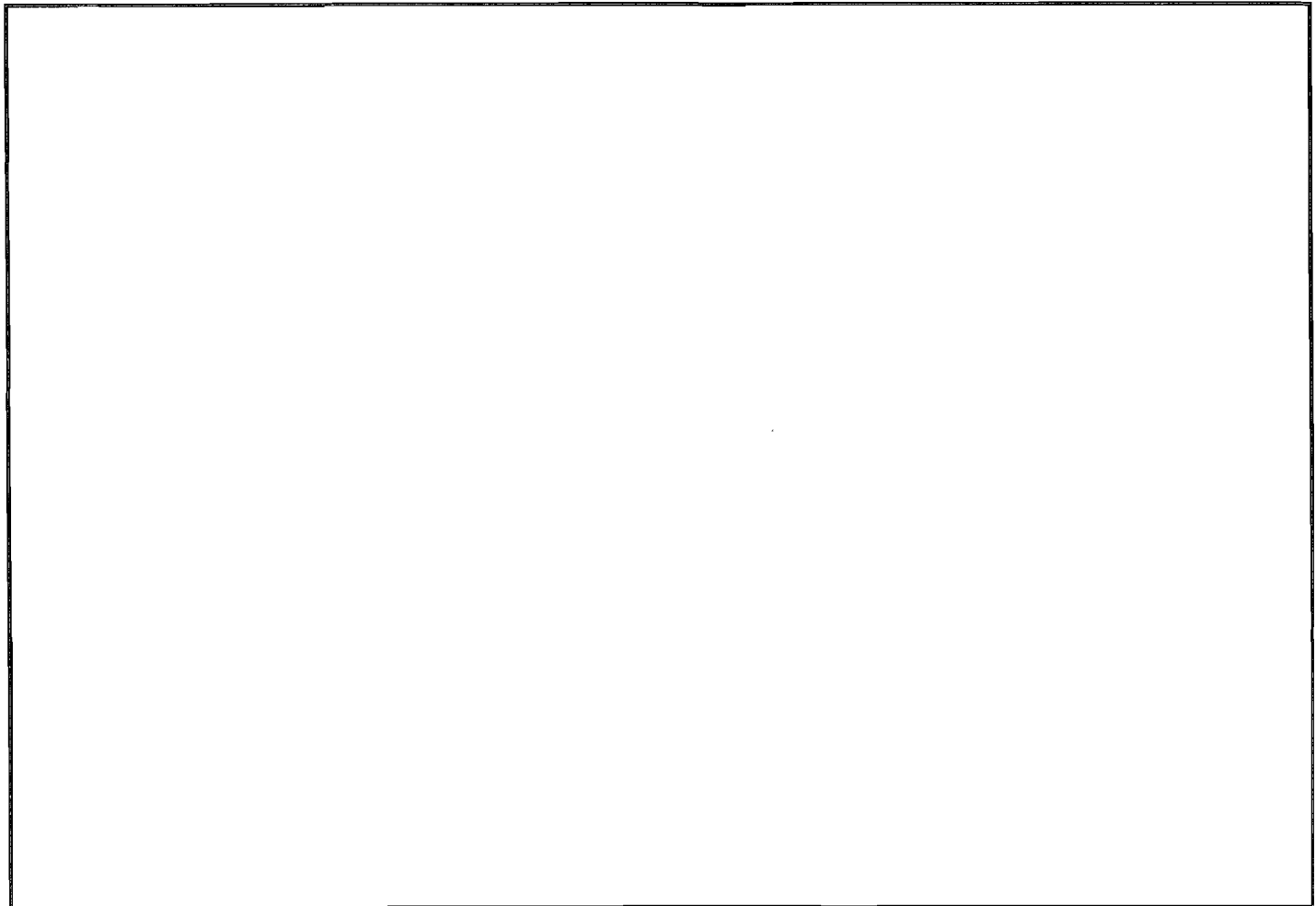
**Inspector Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Gas Line tested at:**

**Residential:** \_\_\_\_\_ **Commercial:** \_\_\_\_\_

**10 lbs. @ 15 min:** \_\_\_\_\_ **60 lb. @ 30 min:** \_\_\_\_\_

**DIAGRAM:**



**Submit to the Building Department BEFORE calling for gas meter inspection.**

**IRON COUNTY BUILDING DEPARTMENT**

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**GEOTECHNICAL DATA & COMPLIANCE REPORT**

**Prior to Footing and Foundation**

Name on Building Permit \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Building Permit Number \_\_\_\_\_ Tax I.D or APN #: \_\_\_\_\_

Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Section \_\_\_\_\_; Township \_\_\_\_\_ South; Range \_\_\_\_\_ West

General Contractor: \_\_\_\_\_

**COMPLIANCE**

(FIRM NAME) \_\_\_\_\_, having performed the soils testing and compaction testing of the footings and foundation pad in accordance with the International Residential Code, and/or IBC hereby verify that the site described above is suitable for the construction of:

(Dwelling)    (Manufactured House)    (Commercial)    (Industrial)    (Other)

Basement: Yes / No

Number of Stories: 1    2    3

Site Classification    A    B    C    D    E

Soil Bearing Capacity (psf) \_\_\_\_\_

Site Preparation Recommendation: (attach if necessary) \_\_\_\_\_  
\_\_\_\_\_

Testing Results: (compaction percentage, attach test results) \_\_\_\_\_

I, \_\_\_\_\_, by affixing my signature and professional stamp, verify inspection, soil testing, compaction testing, for footings and foundation, and/or structural pad preparation, meets or exceeds the engineering practices and standards needed to comply with the recommendation of the soils and geotechnical investigation, for the purpose outlined above.

\_\_\_\_\_  
Engineer Signature

\_\_\_\_\_  
Affix Engineer's Wet Stamp Above

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**GEOTECHNICAL DATA & COMPLIANCE REPORT**

**Backfill and Final Grade**

Name on Building Permit \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Building Permit Number \_\_\_\_\_ Tax I.D # or APN: \_\_\_\_\_

Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Section \_\_\_\_\_; Township \_\_\_\_\_ South; Range \_\_\_\_\_ West

General Contractor: \_\_\_\_\_

**COMPLIANCE**

(FIRM NAME) \_\_\_\_\_, having performed the soils testing and compaction testing of the backfill in accordance with the International Residential Code, and/or IBC hereby verify that the site described above is suitable for the construction of:

( Dwelling ) ( Manufactured House ) ( Commercial ) ( Industrial ) ( Other )

Basement: yes / no

Number of Stories: 1 2 3

Site Classification A B C D E

Soil Bearing Capacity (psf) \_\_\_\_\_

Percent of Final Grade (slope) \_\_\_\_\_

Site Preparation Recommendation: (attach if necessary) \_\_\_\_\_

Testing Results: (compaction percentage, attach test results) \_\_\_\_\_

I, \_\_\_\_\_, by affixing my signature and professional stamp, verify inspection, soil testing, compaction testing, meets or exceeds the engineering practices and standards needed to comply with the recommendation of the soils and geotechnical investigation, for the backfill, and proper grade away from said building to meet or exceed the codes as adopted by the State of Utah.

\_\_\_\_\_  
Engineer Signature

\_\_\_\_\_  
Affix Engineer's Wet Stamp Above