

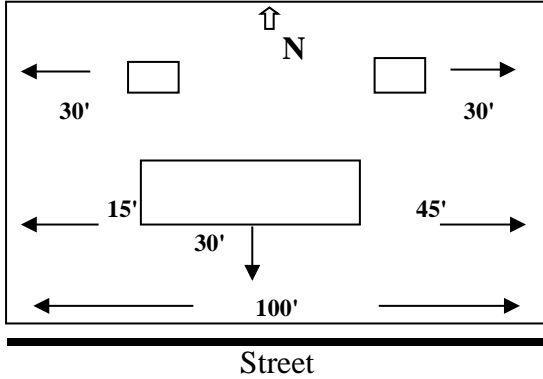


# Clarkston Town Building Permit Application

Project Address			Date Issued	Permit #	
			Property ID Tax No.		
Owner's Name		Phone	<b>Bond:</b>	<b>\$500.00</b>	
Owner's Email Address			<b>Administrative Fee:</b>	<b>\$20.00</b>	
Address			<b>Inspection &amp; State 1% Fee:</b>		
City	State	Zip			
Estimated Value			<b>Total Permit Fee:</b>		
<b>BLDG. CONTRACTOR</b>	Name _____		<b>Use of Building</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other  Notes: _____ _____ _____ _____ _____ _____ _____ _____		
	Address _____				
	City _____				
	Tel. _____				
	Lic. No. _____				
Email: _____					
<b>PLUMBER</b>	Name _____		<b>Class of Work</b> <input type="checkbox"/> Residence <input type="checkbox"/> Addition <input type="checkbox"/> Basement Finish <input type="checkbox"/> Tenant Finish <input type="checkbox"/> Alteration / Repair <input type="checkbox"/> Electrical Upgrade <input type="checkbox"/> Garage / Carport <input type="checkbox"/> Covered Deck / Deck <input type="checkbox"/> Shed / Shop <input type="checkbox"/> Pool <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Sign <input type="checkbox"/> Other		
	Address _____				
	City _____				
	Tel. _____				
	Lic. No. _____				
Email: _____					
<b>ELECTRICIAN</b>	Name _____		<b>Plans and Specifications Submitted</b>		
	Address _____				
	City _____				
	Tel. _____				
	Lic. No. _____				
Email: _____					
<b>MECHANICAL CONTRACTOR</b>	Name _____		Approved: _____ Date _____		
	Address _____		by _____ Plans Checked _____		
	City _____		Approved: _____ Date _____		
	Tel. _____		by _____ LUDMA _____		
	Lic. No. _____		Approved: _____ Date _____		
Email: _____		by _____ Water Department _____			
<b>ARCH. OR ENGINEER</b>	Name _____		Approved: _____ Date _____		
	Address _____		by _____ Roads Department _____		
	City _____		Approved: _____ Date _____		
	Tel. _____		by _____ Fire Department _____		
	Lic. No. _____		Approved: _____ Date _____		
Email: _____		by _____ Fire Department _____			
<p>I/We, the undersigned, acting as owner or as the duly appointed representative, understand and agree to the following: <b>1)</b> all construction will comply to adopted codes and comply with all provisions of laws governing this type of work whether specified herein or not and be in compliance with adopted zoning ordinances, <b>including permit expiration date (current exp. date 180 days); 2)</b> are familiar with the present services at the building site and I/we are responsible for any changes including but not limited to road maintenance, snow and garbage removal, etc. caused by this construction; <b>3)</b> approval of this does not constitute a representation by the City that the building at any specified elevation will solve any ground water, slope or hazard condition; <b>4)</b> a solution to this problem is the sole responsibility of the permit applicant, agent, or property owner; <b>5)</b> have read the above and accept full responsibility and liability for the structure/work authorized hereon and relieve city or their agents of any expressed or implied liability.</p>					
Date: _____					
Signature: _____					

# Zoning Sign Off

Sample Plot Plan	Zoning Setback Requirements
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District	Area	Lot Width in Feet	Front Yard Setback in Feet	Side Yards in Feet	Rear Yard in Feet	Side Yards on a corner lot in feet
R-1-1/2	½ acre	100	30	5 x 15	20	30
R-2-5/8	5/8 acre	100	30	5 x 15	20	30
A - 10	10 acres	300	30	12 x 12	30	30

Actual Setbacks
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District	Area	Lot Width in Feet	Front Yard Setback in Feet	Side Yards in Feet	Rear Yard in Feet

Approved Plot Plan
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Street

\* I \_\_\_\_\_ understand that it is my responsibility to know where my property lines are and that the Planning and zoning board has advised that if I am unsure of the exact location that it is my responsibility to have it surveyed.

# Clarkston Town

## Building Permit Application Check List

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The following items must be completed and brought to the Town Hall on or before the application deadline in order for a Residential Building permit to be processed. To avoid confusion and delays please bring all items in at the same time. No processing or approval of the permit will be done until all items are received.

- ✓ Building Permit Application (filled out and signed in both locations)
  - ✓ Submit proof of ownership of property or copy of County Plat Map.
  - ✓ Building Plans (1) set of plans drawn to scale on min. 11"x17" paper include: **(This is for Planning and zoning)**
    - Site Plan
      - Show all property lines with dimensions.
      - Exact location of structure, show all setbacks in feet. This includes front, rear and sides.
      - Show in feet the distance between all other existing outbuildings. This also includes residential dwellings.
    - Floor plans for each level drawn to scale
    - Foundation plan drawn to scale
    - Elevation (Show front elevation, rear elevation, and side elevations).
    - Section view/and(or) detail specifics
    - Electrical (All plans shall be drawn to meet current building code or prescriptive building)
  - ✓ Email a digital copy to [clarkstonpz@comcast.net](mailto:clarkstonpz@comcast.net) of
    - Building Plans
    - Completed Owner/Builder Form. See attachment
  - ✓ Meet with LUDMA for permit approval
    - LUDMA meets the second Monday of every month @ 7pm
    - Contact the Clarkston Town Hall to get on the agenda 563-9090
    - All documents needed **MUST** be completed and brought to the Town Hall on or before the Deadline Date.
- If any of the following apply to your project, then they **MUST** be completed prior to the LUDMA meeting.
- ✓ Completed and approved septic permit from Bear River Health Department
  - ✓ If the property is an uninhabited lot, then a survey **IS** required.
  - ✓ Signature from road depot - discuss access to lot and adequate drainage through access
    - CONTACT INFORMATION – David Hale (435)932-6019
  - ✓ Signature from water depot - discuss providing water to new house or property
    - CONTACT INFORMATION – Bryan Goodsell (435)770-6878
  - ✓ Signature from fire chief - discuss providing EMS to new house or property
    - CONTACT INFORMATION – Brooks Dufner (435)764-6025 or Dan Smith (435)760-5186
  - ✓ All Inspector requirements. If you have questions regarding these requirements please contact the Hyde Park Inspectors @ (435)563)6507(Residential Plan Submittal Checklist) **(This is for the Inspector)** See attachment
    - ❖ After LUDMA approves the permit all paperwork will be sent to the town inspector. Once the plans are approved by the inspector, you will be contacted by Clarkston Town. A hard copy of the approved **plans** will need to be printed and brought to the Town Hall by you. Once all building permit fees and any other fees regarding the development are paid in full then the permit can be issued. Please make the check payable to Clarkston Town.
    - ❖ Clarkston Town contracts with Hyde Park City for inspections, all inspections will need to be set up by you, directly through Hyde Park City. Inspectors can be reached by phone @ (435)563-6507 or by email at [darrin.h@hydeparkcity.org](mailto:darrin.h@hydeparkcity.org)
    - ❖ **Clarkston Town requires that there are Dumpster and Toilet Facilities present at the construction site. (See Ord. 19-02)**



# PLAN SUBMITTAL CHECKLIST RESIDENTIAL

## RESIDENTIAL PLAN SUBMITTAL CHECKLIST

Take a few moments to review your plan submittal documents. When each of the items have been verified and initialed below, you are ready to submit your application and plans for a building permit. You must initial each item as to verify that the plans and submittal documents are complete. Incomplete submittals may require additional costs to process and WILL cause delays reviewing your project. Be SURE all items below have been verified and initialed.

Please note that projects are reviewed on a first come first served basis. Incomplete submittals cannot be reviewed and will be rejected and your project put to the end of the line. During busy times, it may take weeks to get to your project. Any inquiries prior to completion of the review of your project will take time away from the plan reviewer's work and will cause additional delays to yours and everyone else's project. You will be contacted once your project review has been completed.

1. BUILDING PERMIT APPLICATION
  - a. Owner's name, address and contact phone number.
  - b. Property tax identification number.
  - c. All contractors' names, State Contractor license numbers, contact phone numbers, and email addresses.
  - d. Submit proof of ownership of property or copy of County Plat Map.
  - e. Submit Storm Water Prevention Plan- (SWPP)
2. SITE PLAN (Digital) drawn to scale on min. 11"x17" paper. Smaller size paper may be acceptable if sufficient detail is shown.
  - a. Show all property lines with dimensions.
  - b. Show all set backs in feet and inches. This includes front, rear, and all sides
  - c. Include building footprint showing all projections (porches, exterior stairs, chimneys, etc.).
  - d. Site plan must show location of all easements, accesses, and right of ways.
  - e. Detail elevation of foundation relative to the curb/gutter.
  - f. Sloped lots shall show existing slopes and proposed slopes. Show drainage and retention of storm drainage on lot.
3. BUILDING PLANS (Digital) drawn to scale.
4. EXTERIOR ELEVATIONS (Digital)
  - a. Show front elevation, rear elevation, and side elevations.
  - b. Exterior finish materials (brick, vinyl siding, efis, etc).
  - c. Show roof covering materials, cantilevers, dormers, railings, stairs, etc.
5. FLOOR PLANS (Digital) drawn to 1/4" per foot scale on minimum 11" x17" paper
  - a. Layout of main floor with measurements.
  - b. Layout of basement walls. Show measurements.
  - c. Layout of additional floor levels with measurements.
  - d. Label all rooms as to use (bedroom, dining room, kitchen, etc.).
  - e. Show kitchen and bathroom counters/cabinets.
  - f. Garage/Carport. Show fire separation, fire doors etc. Show location of stairs and rails.
  - g. Show all doors- sizes and direction of swing.
  - h. Windows- show sizes and types. Specify opening style, tempered glazing, etc.
  - i. Attic access location and size.
  - j. Provide engineering and calculations, if required by code.
  - k. Show all braced wall panels and specify materials (plywood, drywall, etc.).
6. FOUNDATION PLAN (Digital)
  - a. Show all footings, foundations, piers etc. Each element shall be detailed as to size, reinforcing details, bolting details, etc.

RESIDENTIAL PLAN SUBMITTAL CHECKLIST

- b. Show steps in footing/foundation.
  - c. Specify location of foundation straps and hold-downs.
7. FRAMING DETAILS (Digital)
- a. Show floor-framing details. Specify joist type and size, beam and header sizes, etc.
  - b. Show roof-framing details. Specify roof framing materials, roof sheathing materials, girder locations, beam and header sizes.
8. CROSS-SECTIONS (Digital)
- a. Cross-sections shall be specific to the structure.
  - b. Show wall framing details (stud size, spacing, height of walls, etc.).
9. STAIR DETAILS (Interior and exterior) These details shall be specific to this plan (not a typical detail).
- a. Rise, run, and landing dimensions.
  - b. Width of stairways.
  - c. Handrail, guardrail, and balusters.
  - d. Head height.
10. ELECTRICAL PLAN (Digital) This may be shown on floor plans if sufficient clarity is provided.
- a. Show panel sizes and locations.
  - b. Show all outlet locations.
  - c. Show lighting and switches.
  - d. Show locations of all smoke detectors and carbon monoxide detectors.
  - e. Specify AFCI locations (all outlets in a sleeping room shall be protected by Arc-Fault Circuit Interrupter).
  - f. Specify GFCI locations (all outlets serving kitchen counters, in bathrooms, unfinished basements, in garages or located outside must be protected by GFI-Ground Fault Circuit Interrupters).
11. PLUMBING/HEATING PLANS (Digital)
- a. Manual J & D to be submitted with plans. See Mechanical contractor for assistance.
  - b. Show all plumbing fixtures (toilets, sinks, washer, floor drains etc).
  - c. Show all Heating and Air conditioning appliances and locations. Show attic and under floor appliances as well and detail size of appliances, if possible.
  - d. Show all gas fired appliance locations (fireplaces, unit heaters, baseboard heaters, etc.),
  - e. Show combustion air size for gas fired appliances. This is sized per the BTU rating of all appliances it serves.
12. MODEL ENERGY CODE ANALYSIS (Digital) Two options available.
- a. OPTION 1- Provide a REScheck (energy efficiency). This program is available online at [www.energycodes.gov](http://www.energycodes.gov). This must be an accurate profile of your homes energy compliance. It will detail furnace efficiency requirements, minimum insulation requirements, window U-value requirements, and other energy compliance items. <http://tradeallypartners.com/utenergycodeguide/>
  - b. OPTION 2- Prescriptive method. Use IRC requirements: Zone 6

Climate Zone & Subtype	6-B
Crawl Space Wall R-Value	15/19
Fenestration U-Factor	0.32
Skylight U-factor	0.55
Glazed SHGC Fenestration	NR
Ceiling R-Value	49
Wood Frame Wall R-Value	20+5 or 13+10
Mass Wall R-value	15/20
Floor R-value	30
Basement Wall R-value	15/19
Slab R value and depth (Add R-5 if heated slab)	10-4'



**DEPARTMENT OF COMMERCE**  
**Division of Occupational**  
**& Professional Licensing**  
**160 E 300 S, Fourth Floor**  
**P O Box 146741**  
**Salt Lake City UT 84114-6741**  
**(801) 530-6628**

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

**Fax a copy of this Form and Permit to (801) 530-6301 attn: Jody**

Name of Owner/Builder: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**LOCATION OF CONSTRUCTION SITE**

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot # \_\_\_\_\_

**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 Utah.**

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