

Building Permit Application Check List

The following items must be completed and brought to the Zoning office in order for a building permit to be processed. To avoid confusion and delays please bring all items in at the same time. No processing for the permit will be done until all items are received.

- ✓ Permit Application (filled out)
- ✓ Legal Description of the property with property serial number from your tax notice.
(Available at the Cache County treasures' office)
- ✓ Two (2) sets of plans drawn to scale on size c or greater paper that include:
 - Building plans in detail for project ¼ " = 1' scale
 - Foundation plan ¼ " = 1' scale
 - Plot plan with
 - Exact location of building or structure on the lot (include zoning)
 - utilities
 - Electrical(All plans shall be drawn to meet current building code or prescriptive building)

- ✓ If the property is an uninhabited lot, then a survey is required.

Only if these apply to your project then they will need to be done:

- ✓ Signature from road depot.
 - CONTACT INFORMATION – David Hale (435)932-6019
- ✓ Signature from water depot.
 - CONTACT INFORMATION – Bryan Goodsell (435)770-6878
- ✓ Signature from fire chief.
 - CONTACT INFORMATION – Brooks Dufner (435)764-6025
- ✓ Meet with LUDMA to provide the above information
 - LUDMA meets the first Wednesday of every month
 - Contact the Clarkston Town Hall to get on the agenda 563-9090
- ❖ After LUDMA approves your permit all paperwork will be taken to the town inspector. Once your plans are approved by the inspector they can be picked up at the Clarkston Town Hall. All building permit fees must be paid in full before your permit can be issued.
- ❖ Darrin Hancey at Hyde Park City is Clarkston Town's Inspector, all inspections will need to be set up by you directly through him. He can be reached by phone @ (435)563-6507 ext.13 or by email at darrin.h@hydeparkcity.org

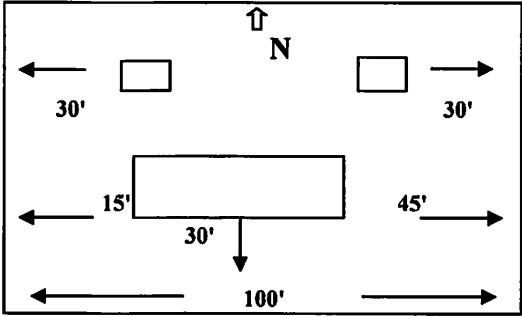


Clarkston Town Building Permit Application

Project Address			Date Issued	Permit #
			Property ID Tax No.	
Owner's Name		Phone	Bond	\$500.00
Owner's Email Address			Shipping & Handling:	\$20.00
Address			Permit Fee:	
City	State	Zip	State 1% Fee	
Estimated Value			Total Permit Fee:	
BLDG. CONTRACTOR	Name _____		Use of Building <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other Notes: _____ _____ _____ _____ _____ _____	Class of Work <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: _____				
PLUMBER	Name _____			
	Address _____			
	City _____			
	Tel. _____			
	Lic. No. _____			
Email: _____				
ELECTRICIAN	Name _____			
	Address _____			
	City _____			
	Tel. _____			
	Lic. No. _____			
Email: _____				
MECHANICAL CONTRACTOR	Name _____		Plans and Specifications Submitted	
	Address _____		Approved: _____ Date	
	City _____		by _____ Plans Checked	
	Tel. _____		Approved: _____ Date	
	Lic. No. _____		by _____ LUOMA	
Email: _____		Approved: _____ Date		
ARCH. OR ENGINEER	Name _____		by _____ Water Department	
	Address _____		Approved: _____ Date	
	City _____		by _____ Roads Department	
	Tel. _____		Approved: _____ Date	
	Lic. No. _____		by _____ Fire Department	
Email: _____				
<p>I/We, the undersigned, acting as owner or as the duly appointed representative, understand and agree to the following: 1) 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; 2) 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; 3) 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; 4) a solution to this problem is the sole responsibility of the permit applicant, agent, or property owner; 5) 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: _____			Approved: _____ Date	
Signature: _____			by _____	

Zoning Sign Off

Sample Plot Plan	Zoning Setback Requirements
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Street

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	

Actual Setbacks

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

Approved Plot Plan

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.