

STEPS TO OBTAINING A BUILDING PERMIT

At the time plans for **NEW DWELLINGS** are submitted to the Building Department, a Plan Check Deposit of **\$1,000.00** must be paid. **SOLAR ARRAYS** are **\$500.00**. This amount is deducted from the total Building Permit Fee.

The following **must** be submitted **online** with the building permit application (Paper plans no longer accepted):

Applicant must submit ALL items listed below. The permit process will not begin until the plan check deposit has been paid and all items listed below have been uploaded.

- 1. Complete set of Building Plans. One file, please do not submit plans as separate files.** Be sure all sheets with Structural Elements are electronically stamped and signed by the Engineer of Record. Make sure the property owner's name and the building address are on the plans. Plan set should include a Site Plan showing location of proposed structure with setback distances from all property lines and rights of way, trash container and portable toilet used during construction, a footing and foundation plan, floor plan for each floor, elevations (**showing cross sections with overall height from EXISTING NATURAL GRADE**), wall cross sections and details, floor and roof framing plans, electrical, plumbing, mechanical layouts and specifications
- 2. Electronically stamped and signed Structural Calculation Book**
- 3. Signed ResCheck**
- 4. Manual J Heat Loss Calculations & Manual D Duct Design. (Use Logan or Vernal as the design location)**
- 5. Gas Schematic**
- 6. Truss Package, reviewed with a cover letter from the Engineer of Record**
- 7. IF POWER TO YOUR PROPERTY WILL BE SERVICED BY HEBER LIGHT & POWER PLEASE BE SURE THE AMPERAGE OF YOUR SERVICE IS LISTED ON THE COVER SHEET OF YOUR PLANS. YOUR PERMIT WILL NOT BE ISSUED WITHOUT THIS INFORMATION.**

THE APPLICANT IS ALSO RESPONSIBLE FOR THE FOLLOWING:

Other planning and zoning permits as applicable, conditional use, bonding, release letter regarding subdivision improvements, and homeowner association approvals.

NOTE: Many areas within Wasatch County have deed restrictions and/or subdivision conditions and restrictive covenants in effect. These restrictions could significantly affect the proposed building plans for your property. Before submitting the plans and application for a building permit, we **STRONGLY ENCOURAGE YOU** to determine what, if any, affect the deed and/or subdivision restrictions (covenants) will have on your building project.

Application and plans will be distributed to the Fire Inspector, Planning Office, Wildland Fire Supervisor, and Water and Sanitation departments simultaneously for review. When the necessary approvals have been granted, the plans and application will be returned to the Building Department. In the event there is a question or some reason the approval cannot be granted, the applicant and the Building Department will be notified by the department with the question via email. Therefore, please be sure your email address is listed on your application. When the question is resolved the application will be returned to the Building Department for review.

Health Department

Persons are available 8:00 a.m. to 9:00 a.m. and other times depending on schedule. Even though it is no longer required to have Health Department approval before starting the permit process it would be beneficial to check with the Health Department if an Onsite Septic System will be needed on the property. Failure to do so may result in your permit being held up until all issues have been addressed. Onsite Septic System permit fee is \$275.00 and will be collected by the Wasatch County Health Department at 55 South 500 East Heber City, Utah.

Fire

Fire District checks for location of fire hydrants and approval of fire access roads. Also assesses Fire Sprinkler requirements.

Planning Department

Determines zone, setbacks, and if a geo-technical or flood hazard study is needed. Also assesses Impact Fees. **Impact fees will be charged for all new dwellings and are collected by the Wasatch County Building Department.**

SSD

Assesses water fee (if not already prepaid) & Sewer Impact Fees. Determines sewer fee (lot assessment). Issues letters of approval for water and/or sewer.

Building Department

Plans examiner reviews plans. Applicant will be notified via email of corrections that need to be made to the plans. After the corrections have been made the Plans Examiner checks the corrections, issues the permit, assesses permit fee and other applicable fees. The total cost of the permit will also be sent via email. **Be sure an email address is listed on the application.**

FEES

Building Permit fees are determined once your plans have been reviewed. Below is a list of fees that are assessed.

Impact Fees

Less than 2,500 sq. ft.	County \$1,779.31	Wallsburg \$244.31
2,500 to 5,000 sq. ft.	County \$1,886.31	Wallsburg \$244.31
Greater than 5,000 sq. ft.	County \$2,009.31	Wallsburg \$244.31

Garbage Fee \$150.00

Temp Power Fee \$75.00

Building Fees are based off of square footage and average out to be around \$1 sq. ft. Fees based on ENTIRE footprint of structure (Main, Upper and Basement Floors, Garage and Porches and Decks).

Fire District Fees

Residential Construction: Minimum **\$60** or **.00075** of the total value of the structure, whichever is greater.

Additions (decks, sheds, etc.): **\$15** for building valued up to **\$20,000**, thereafter **.00075** of the total value of the building.

Commercial Construction: Minimum **\$200** or **21 cents** per square foot, whichever is greater.

Heber Valley SSD and Jordanelle SSD--All properties connecting to sewer will be charged either a Heber Valley SSD Fee or a Jordanelle SSD fee. **Tuhaye \$6,233.00, All other areas \$3,290.00**

Sewer Impact Fees and Water Fees are determined by the individual district that your property is located in.

Midway Sanitation 435-654-3223, Twin Creeks SSD 435-657-3244 and Jordanelle SSD 435-654-9233

NOTE: Sewer & Water Impact Fees must be paid before your plans will be reviewed.

Heber Light & Power Impact Fee--Determined by amperage of proposed electrical service. Please call Heber Light & Power at 435-654-1581 to find out what your fee will be.

NOTE: Heber Light & Power Impact Fees must be paid prior to permit issuance.