

COMMUNITY DEVELOPMENT DEPARTMENT RULES AND REGULATIONS

Section 1- Mission Statement

The mission of the Uintah County Community Development Department is to provide excellent customer service, improve safety, maintain a great quality of life, engage the community and assist citizens in following the codes and ordinances that are in place to protect the quality of life in our community. We will accomplish this through the following: treating all customers with respect; complying with all codes and ordinances dealing with the built environment, and ensuring that all structures meet safety standards; planning for the benefit of future generations in Uintah County; keeping the public informed through mailings, the newspaper, and our web site; encouraging public comments and listening to each person.

Section 2- Federal, State and Local Laws

Uintah County Community Development operates under many federal, state and local laws. It is the intent of the Community Development Department to follow all federal, state and local laws that pertain to the department, while at the same time trying to meet the needs of the community and of each customer. Some of the laws and codes that we are bound by include: 1) The Utah State Code. 2) The Uintah County Code. 3) The International Building Code. 4) The International Residential Code. There are several other laws and codes that must be followed. It is the responsibility of each property owner, contractor and resident to know and follow these laws and codes.

Section 3- Customer Service Guidelines

Each employee of the Community Development Department will adhere to the following guidelines:

1. Have a good attitude.
2. Treat everyone with respect.
3. Listen to each person, make sure concerns are understood.
4. Respond to the concerns of each customer.
5. Give correct information.
6. Keep emotions under control at all times.

Section 4- Processing of Applications

It is the intent of the Community Development Department to process all complete applications in a timely manner. Complete applications will be processed in the order they are received as much as possible. An application is not complete until all needed information and documentation has been

submitted. It is the responsibility of each applicant to know what information and documentation is needed for the application being submitted. Employees of the Community Development Department are available to assist applicants, in order that a complete application may be submitted. Incomplete applications will not be accepted.

For building permit applications a portion of the plan check fee must be paid at the time of application. Once a plan check has been started the money paid will not be refunded, and the total amount of the plan check must be paid even if the applicant decides to withdraw the application. The money collected at the time of application will be subtracted out of the total plan check fee at the time the building permit is issued. When it is determined by the Community Development Department that the plan check fee could be less than \$50.00, no money will be collected at the time of application.

The Fire Marshal must approve all commercial/industrial building plans as part of a building permit application.

Section 5- Inspections

When an inspection is needed it is the responsibility of the property owner or their designee to contact the Community Development Department. Inspection requests should be called in at least 24 hours before the inspection is needed, the inspection will then be scheduled on the next available day. The department will make every effort to perform all inspections during the next business day following the request; however, there may be occasions where this is not possible. In general, inspections are not scheduled for specific times; however, accommodations may be made when there is a specific need. In order to ensure that an inspection is being performed on the correct property, the address and building permit number must be posted on each property in such a way that it may be seen from the road. After the 2nd inspection (re-inspection) of the same type a \$50.00 re-inspect fee may be charged, as determined by the building inspector based upon the circumstances, prior to the 3rd inspection of the same type being scheduled. A \$50.00 fee may also be charged when an inspection is canceled on the day of the inspection or the project is not ready for the inspection that was scheduled.

Section 6- Setbacks

Setbacks for buildings are generally checked during the footing inspection. All property boundaries must be clearly marked so that all setbacks can be verified. If the property boundaries are not clearly marked authorization to proceed may be denied. Setbacks are generally measured from the closest wall to the closest point of the property line, eaves and other protrusions that are twenty-four (24) inches or less, will not be considered in the setbacks, unless, the structure is five (5) feet or less to the closest property boundary.

Section 7- Refunds

Refunds for building permits will be allowed up to six months after the permit has been issued. If a request for refund is made a maximum of 80% of the building permit fee may be refunded. If any inspections have been done for any building permit the county will retain \$50 for each inspection that

was done. There will be no refund of plan check fees once the plan check has commenced. Once work has commenced on a project or it has been over six months since the permit was issued all refunds must be approved by the County Commission.

For all other applications no refund will be given once notice has been given for the application.

Section 8- Agricultural Buildings

Utah State Code exempts buildings that are used solely for agricultural purposes from obtaining a building permit. The State's exemption does not exempt agricultural building from following other zoning regulations. Because of this any building that is built as an agricultural building must submit a completed Agricultural Use Exemption Application to the Community Development Department prior to starting construction. There is no charge for this application. Prior to construction of an agricultural building an inspection must be done to ensure that setbacks and other zoning requirements are met. The state's exception for agricultural buildings does not include installation of electrical, mechanical or plumbing. Building permits are required prior to starting any work that includes any electrical, mechanical or plumbing.

Section 9- Right of Entry to Inspect

Where it is necessary to make an inspection to enforce the provisions of Uintah County Code, or where the building official has reasonable cause to believe that there exists in a structure or upon a premise, a condition which is contrary to or in violation of said code which makes the structure or premises unsafe, dangerous, hazardous or non-compliant, the building official shall have recourse to the remedies provided by law.

Building Officials are authorized to enter the structure or premises without a warrant provided that an emergency situation exists, and the attempt to secure a warrant may result in immediate damage and/or danger to occupants, neighbors or residents/ visitors to Uintah County; these situations would generally be headed by Emergency Management or other first responders. If the situation is not headed by another department the Head Building Official will work in conjunction with the County Attorney's Office and/or the Commission Office in determining a course of action. When a building permit has been issued for a structure and the structure is not being occupied Building Officials have right of entry as provided for by law.

At other times, building officials shall attempt to receive consent before entry into a structure. Reasonable attempts shall be made to contact the property owner or other person having charge or control of the structure or premises, credentials shall be presented to the owner/ occupant and entry requested. If entry is refused, or a reasonable attempt to locate the owner has been made yet the owner cannot be located, the building official shall have recourse to the remedies provided by law to secure entry, including application for an inspection warrant from the Uintah County Attorneys' Office. Once a warrant is secured, building officials shall comply with all requirements. A search of the physical condition of the private property does not imply there will be any seizures of items located in the premises.

Section 10- Grievances

In the event that there is an issue with the Community Development Office or one of its employees the complaint or issue should be brought to the Community Development Director so that the issue can be addressed. The Community Development Director will do his/her best to resolve all complaints or issues in a friendly nonthreatening atmosphere and in a timely manner. The Director will work closely with the individual or group that turned in the complaint. The Director will also work closely with the County Commission, Human Resources and/or the Attorney's Office to ensure that the complaint is handled properly. If the Director is not able to resolve the complaint, the issue will be turned over to the County Commission, Human Resources and/or Attorney's Office.

Approved by the Uintah County Commission on Dec. 28, 2015

Michael McKee

Michael McKee, Chair

Mark Raymond	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
William Stringer	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Michael McKee	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent

Michael W. Wilder

ATTEST- Clerk Auditor

