



COMMUNITY DEVELOPMENT
 152 East 100 North Vernal, Utah
 435-781-5336

Commercial Building Permit Application Packet

Building Permit Checklist	Required at Submittal of Application	Required Signatures	Office Use Only
Owners Signature on all Required Forms		Owner/Agent	
Commercial Building Permit Application Form (in this packet)		Owner/Agent	
Proof of Ownership (this could be the most current tax statement or the property information sheet)			
Building Plans Checklist (in this packet)		Owner/Agent	
FEMA Floodplain Information (see question 2 below)		Owner/Agent	
Agreement for Electrical Meter (in this packet)		Owner/Agent	
Commercial Site Plan Application and Checklist (in this packet)(must follow County Code 17.128)		Owner/Agent	
Water and/or Sewer Availability Letter (This is a letter from the water district in which the structure will be located. This letter should include a fire hydrant location.) Ashley Valley Water and Sewer- 609 West Main St. Vernal, UT (435)789-9400. Maeser Water and Sewer- 1063 North 2500 West Vernal, UT (435)789-2353. Jensen Water- 5950 South 8500 East Jensen, UT (435)789-2781. Tridell/Lapoint Water- 10295 North 8200 East Lapoint, UT (435)247-2475. Ute Tribe Water- 7500 East Fort Duchesne, UT (435)725-0005. Ouray Park Water- Randlett, UT (435)545-2415.		Water District	
Fire Hydrant Location (This needs to be included on your water and/or sewer availability letter from the appropriate water district.)			
Septic Construction Permit and/or Well Water Approval (This would be a letter from the Tri-County Health Department when you are planning on a septic system and/or water well. They are located at 133 South 500 East Vernal, UT. Phone number 435-247-1160.)		Tri-County Health	
Geotechnical Data (must show that the soils are suitable for the proposed structure) (see question 3 below)		Engineer	
3 Complete Legible, to scale Sets of Building Plans (minimum size 11x17)		Engineer and Architect	
Road Encroachment Permit (this is a permit from the Uintah County Road Department that is required whenever there is going to be ANY work done in the county right-of-way i.e. driveways, utility connections, etc.) The Road Department is located at 1483 East 335 South Vernal, UT (435)789-1070 . Their office hours are Mon-Thurs 7am-6pm.			
Fire Marshal Approval (the Fire Marshal review will be concurrent with our plan check) for more information contact Jeremy Raymond, the Fire Marshal, at (435)781-6756 .		Fire Marshal	
Canal Company Letter (when there is a canal on or adjacent to your property)		Canal Company	
FAA Approval (see question 1 below)			

*****Incomplete Applications WILL NOT Be Accepted*****

1- Will your building be located within zone A, B or C of the airport? Yes No.

If no or you are not sure, please check the status of your property with the Community Development Department.

2- Is there any FEMA Floodplain located on your property? Yes No.

If yes or you are not sure, please check with the Community Development Department.

3- Are there any soil problems/issues on your property or in the surrounding area? Yes No

If yes or you are not sure, please contact the Community Development Department.

My signature below indicates that I have carefully reviewed and verified that all of the above items have been included with my application. I have checked each item or indicated N/A for items that do not apply. I have ensured that my plans and application are complete.

Owner or Authorized Agent Signature _____ Date _____



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COMMERCIAL BUILDING PERMIT APPLICATION

Owner of Property _____ **Phone Number** _____

Applicant (if not owner) _____ **Phone Number** _____

Mailing Address _____ **City** _____

Building Address _____ **City** _____

Tax ID (Parcel) Number _____ **GPS Coordinates** (if applicable) _____

Email _____

Type of Improvement New Building Addition Remodel Demo Pre-Manufactured Building Moving

Other _____

Proposed Use of Structure _____

Number of Stories _____ **Value of Construction** _____

Main Floor sqft _____ **2nd Floor sqft** _____ **Additional Floors sqft** _____

Architect _____ **License Number** _____

Email _____ **Phone Number** _____

Engineer _____ **License Number** _____

Email _____ **Phone Number** _____

General Contractor _____ **License Number** _____

Email _____ **Phone Number** _____

Signature _____

A complete list of contractors used will be required before Certificate of Occupancy will be issued.

By signing below I understand and agree to the following:

1. Deposit amount paid at the time of application is nonrefundable but will be credited towards the final cost of the plan check total.
2. Proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.
3. All information listed on this application is true and accurate, to the best of my knowledge and any misrepresentation may result in the denial or revocation of this permit.
4. I hereby agree to provide new information in the event any changes are made, including any changes to the listed contractors. I shall inform the Community Development Department prior to any work commencing.
5. An approved inspection is required every 180 days from the date of issuance or permit will expire and be null & void. I may enquire with the Building Official for any request for extensions.
6. I may apply for a building permit refund up to 90 days after the approval date and prior to commencement of work. Maximum refund may be up to 80% of permit fee, and will be determined by the Building Official.

Owner or Authorized Agent Signature _____ **Application Date** _____

Printed Name of Signee _____

COMMERCIAL BUILDING PLANS CHECKLIST

Review your plans and be sure each of the following details has been included. When each of the items have been verified, you are ready to submit your plans to the Fire Marshal and to the Building Official for a building permit. Your signature is required at the bottom of this form. **This is not an all-inclusive list and individual projects may require different information.**

SITE PLAN

Must meet all of the requirements outlined in County Code 17.30

BUILDING PLANS- Designed to the Currently Adopted Building Code

Three 24x36 size sets must be drawn to scale with the details listed below. At least one of these sets must be **wet-stamped by a Utah State licensed architect and engineer**. Before the Building Official will issue a building permit, the plans must be stamped by the **Fire Marshal** (who will keep one set). One set will be returned to you when the Building Permit is issued.

- Type of construction (required) IBC 2018 Chapter 6
- Occupancy type (required) IBC 2018 Chapter 3
- Occupant load (required) IBC 2018 Section 1004
- Written description of how the building will be used and occupied (be descriptive)
- Square footage: each room's footage and building total footage
- Front elevation
- Rear elevation
- Side elevations
- Wall Cross section drawn specifically for the structure. Include detail for each individual wall type
- Label wall section showing materials to be used, and stud spacing
- Roof covering and roof detail
- Footing size, depth and width (must be continuous) minimum 30" below grade for frost protection
- Foundation wall height and width (extend a minimum six inches above grade) minimum 8" wide
- Steel placement and size (for footings and foundation)
- Framing details (Bracing as per IBC)
- Wall covering and details. Interior and exterior
- Roof framing details
- Floor framing details
- Size span and support of all beams and headers
- Exterior finish materials (brick, stone, siding)
- Fire separation, fire wall, fire barrier or any fire resistant construction detail
- Insulation type and R-factor for walls, ceilings, floors and crawl space and U-factor for doors, windows and skylights
- Com Check for the building envelope or equivalent. Software can be downloaded free from www.energycodes.gov

STAIR DETAILS (interior & exterior)

- Rise and run and length of stairs
- Stairway width
- Landing at top and bottom of stairs
- Headroom
- Handrails and guardrails
- Fire blocking detail
- Any required sheetrock on underside detail

FLOOR PLANS

- Layout of main floor with all rooms labeled
- Layout of secondary floors with all rooms labeled
- Egress path for all rooms with the furthest point clearly shown (include future furnishings and equipment in detail)
- Door sizes and location shown
- Window sizes and location shown
- Attic and crawl space access locations labeled and size shown

ELECTRICAL DETAIL (PER NEC 2017)

- Breaker panel location is indicated
- Meter location and size is indicated _____ Amps
- Servicing clearances shown
- All lights, switches, and receptacles are shown
- GFCI's are shown
- Smoke detectors and/or fire alarm locations are shown
- Any required exit signs or lighting shown
- Com Check for interior and exterior lighting or equivalent

PLUMBING DETAIL

- Location of all plumbing fixtures, including stub in under-slab piping
- Accessibility for bathrooms and other plumbing facilities (provide details for each)
- 60" clear turn around in accessible bathrooms
- Required plumbing facilities per section 2902 of IBC 2018
- Water heater and drain locations
- Lateral water line size _____ inches

MECHANICAL DETAIL

- Design per section 312 of IMC 2018
- Duct sizing and installation per section 603 IMC 2018
- Gas pipe design size, length & location
- Furnace location and size
- Flue location
- Other gas appliances to be shown
- Com Check for Mechanical systems or equivalent

Additional information as required

*****Plans will be returned to you without approval until all items above are included.*****

By signing below I hereby certify that: I have reviewed my plans and verified that they contain the information listed above. I understand that the list above is not an all-inclusive list and that there may be additional information required dependent upon my project. I also understand that if my plans do not contain the required information that I will need to provide the missing information to the Building Department before a building permit will be issued.

Owner or Authorized Agent Signature

Date



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Agreement for Electrical Meter

Temporary construction power shall only be used for the construction of a building and/or structure that complies with State and County Codes. Temporary power shall not be used for permanent occupancy.

The conditions for a permanent electric meter to be set in Uintah County require that the building and/or structure which will utilize the power from the meter will meet the following conditions:

- Will be constructed according to Uintah County zoning and building regulations along with applicable codes.
- All inspections will be completed as required.
- A certificate of occupancy will be received and approved before structure and/or building is occupied.
- The building, structure and/or electrical panel(s) must be lockable and the panel and sub-panel terminated.

MY SIGNATURE BELOW INDICATES THAT I HAVE CAREFULLY READ THIS DOCUMENT AND AGREE TO ABIDE BY IT. I UNDERSTAND THAT FAILURE TO DO SO CAN RESULT IN THE DISCONNECTION OF THE ELECTRICAL METER.

Owner or Authorized Agent Signature

Date



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Commercial Site Plan Application and Checklist

Owner of Property _____ Phone Number _____
Applicant (if not owner) _____ Phone Number _____
Building Address _____ City _____
Tax ID (Parcel) Number _____ GPS Coordinates (if applicable) _____
Current Zoning _____ Proposed Use of Property _____
Email _____

For Office Use Only			
Fee \$200.00	Date Paid _____	Receipt # _____	Plans Submitted: Yes No

SITE PLAN MUST INCLUDE THE FOLLOWING ITEMS

- Site Plan must be prepared by a licensed professional and meet the Design Ordinance (attached)
- Site Plan drawn to scale
- North indicator
- Dimensions and orientation of parcel
- Location of buildings and structures, existing and proposed
- Setbacks from all property lines, street(s) and other structures
- Dumpster location (show enclosure detail)
- Location and size of points of entry and exit to property and surface type
- Location of existing and proposed lighting devices (lighting plan)
- Landscaping plan and open space (with required amount of landscaping)
- Location of walls and fences, including height and construction materials
- Location and size of any on-site signs
- Location and layout of off-street parking and loading facilities along with surface type
- Screening plan (when applicable)
- Front (side facing street) elevation and an elevation for any side of the building that is facing an existing residence
- Height of existing and proposed buildings
- Proposed use of structures shown on the plot plan
- Location of any existing utility lines
- Location of all easements, right-of-ways, canals, ditches, drainages that are located on the property
- Location of wells and/or septic systems
- Storm water run-off calculations and storm water retention (100 year flood)
- Location of fire hydrants
- Location of any FEMA Floodplain (when applicable)
- FAA Federal Aviation Administration height approval (when applicable)

Owner or Authorized Agent Signature _____ Date _____

Chapter 17.30 - SITE PLAN REGULATIONS

17.30.010 - Objectives and characteristics of regulations.

A. This chapter has been established for the primary purpose of ensuring that future commercial/industrial development enhances Uintah County. The regulations provide prospective developers with a clear statement of the development requirements for multi-family dwellings with more than four units, commercial and industrial developments, churches, schools, or other non-residential or non-agricultural uses.

B. In order to accomplish the objectives and purposes of this title, and to stabilize and protect the essential characteristics of the commercial and industrial zones, the regulations set out in this chapter shall apply to all multi-family dwellings with more than four units, and commercial/industrial uses as well as expansions to existing developments where the proposal will expand the use by thirty (30) percent from the most recently approved site plan.

C. These guidelines address the visual image of all uses within commercial and industrial developments. Building envelopes that are well proportioned and aesthetically interesting on all visible sides are encouraged.

17.30.020 - Dumpsters and garbage collection systems.

A dumpster or other garbage collection system is required. All garbage collection systems shall be in an enclosed, sight obscuring, fenced area that is a minimum of six feet tall.

17.30.030 - Access to parking areas.

All accesses and required parking areas for any multi-family dwellings with more than four units and commercial/industrial uses shall be asphalt or concrete, and must be connected to both a public or approved private street and to the required parking area, unless the public street that provides access to the site is a dirt or gravel road.

17.30.040 - Stormwater.

Stormwater must be retained on site and infrastructure must accommodate the 100-year storm event. The stormwater system shall be design by a qualified engineer.

17.30.050 - Outdoor lighting.

All applications shall include an exterior lighting plan. Lighting plans must comply with Section 17.33.020C.1.g. of this title. The lighting plan shall:

- A. Show all outdoor lighting fixtures with model type, location, and height. The plan shall show ground lighting levels with either an iso footcandles plan or photometric grid. The maximum allowable footcandles (fc) at property lines abutting residential uses is 0.5 fc. The maximum height of outdoor lighting shall be twenty-five (25) feet.
- B. Prevent glare onto adjacent properties and into the sky. All lighting shall be directed downward unless lighting a flag, sign or similar feature and is approved by the land use authority.

17.30.060 - Landscaping.

A land scape plan is required except in the I-1, I-2 and MG-1 zones. Landscaping plans shall be approved by the land use authority.

- A. Ten percent of the area used for the use shall be landscaped. Sixty (60) percent of the landscaped areas shall have vegetative cover when vegetation reaches maturity.
- B. Landscaping in accordance with the approved plan shall be installed or bonded for prior to obtaining a certificate of occupancy for the building. Erosion control must be undertaken when seasonal conditions do not permit immediate planting.
- C. Each owner shall maintain landscaped areas of their property, including the replacement of dead and unhealthy plant materials. The site shall be kept free of weeds, dead or unhealthy plants, and shall maintain conformance to the approved design.

17.30.070 - Fee required.

Application Fee. A nonrefundable application fee as set forth in the county fee schedule must accompany each submittal.

17.30.080 - Design review requirements.

The land use authority is responsible for reviewing plans for all development, including, but not limited to, construction of any type, outdoor storage, landscaping, lighting, signage and deed restrictions. All plans shall be reviewed by the land use authority to determine their compliance with county land use ordinances and the administrative manual.

17.30.090 - Related ordinances.

The following chapters of the Uintah County Code apply to all multi-family dwellings with more than four units, commercial/industrial uses within Uintah County:

- A. Fencing and Screening. See Fence Regulation [Section 17.27.30](#)
- B. Signs. See Sign Regulation [Chapter 17.29](#)
- C. Parking. See Parking Regulations [Chapter 17.28](#)

17.30.100 - Additional requirements.

When an industrial use is located on property that has frontage on a state or federal highway a screening plan must be approved by the land use authority. The screening must obstruct the view of the industrial use from the highway. Some examples of screening that could be used include:

- A. Trees.
- B. Other types of tall vegetation.
- C. Landscaped berms, etc.
- D. Fences/walls.

17.30.110 - Uses located within the urban boundary.

When a multi-family dwellings with more than four units or commercial/industrial building is located along a state or federal highway, Main Street or Aggie Boulevard within the "Urban Boundary" (see map in Appendix A) all building facades facing public or private streets or adjacent residences shall be constructed of one or more of the following materials:

- A. Masonry, including stone, brick, terra cotta, architectural pre-cast concrete, cast stone, prefabricated brick panels and stucco, glass and glass block, and or wood products. Up to forty (40) percent of the facade may be of another type of material that is integrated into the architectural design.

Appendix - A

