



**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.) <b>Ashley Valley Water and Sewer-</b> 609 West Main St. Vernal, UT (435)789-9400. <b>Maeser Water and Sewer-</b> 1063 North 2500 West Vernal, UT (435)789-2353. <b>Jensen Water-</b> 5950 South 8500 East Jensen, UT (435)789-2781. <b>Tridell/Lapoint Water-</b> 10295 North 8200 East Lapoint, UT (435)247-2475. <b>Ute Tribe Water-</b> 7500 East Fort Duchesne, UT (435)725-0005. <b>Ouray Park Water-</b> 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 <b>133 South 500 East Vernal, UT. Phone number 435-247-1160.</b> )		Tri-County Health	
Geotechnical Data (must show that the soils are suitable for the proposed structure) (see question 3 below)		Engineer	
3 Complete <b>Legible, to scale</b> 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 <b>1483 East 335 South Vernal, UT (435)789-1070.</b> 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 <b>Jeremy Raymond, the Fire Marshal, at (435)781-6756.</b>		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 \_\_\_\_\_ 2<sup>nd</sup> 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 17.128

### 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 2015 Chapter 6
- \_\_\_ Occupancy type (required) IBC 2015 Chapter 3
- \_\_\_ Occupant load (required) IBC 2015 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](http://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 2014)**

- 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 2015
- Water heater and drain locations
- Lateral water line size \_\_\_\_\_ inches

**MECHANICAL DETAIL**

- Design per section 312 of IMC 2015
- Duct sizing and installation per section 603 IMC 2015
- 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.

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Owner or Authorized Agent Signature

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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 17.128 - COMMERCIAL, INDUSTRIAL, AND APARTMENT BUILDING DESIGN REGULATIONS**

### **17.128.010 - Objectives and characteristics of regulations.**

A. The commercial, industrial, and apartment building design regulations have been established for the primary purpose of ensuring that future urban form and development enhances Uintah County. The regulations provide prospective developers with a clear statement of the design goals and objectives and development requirements for apartment, commercial/retail and industrial developments.

B. In order to accomplish the objectives and purposes of this title, and to stabilize and protect the essential characteristics of apartments and the commercial and industrial zones, the regulations set out in this chapter shall apply to all apartment buildings and commercial, retail and industrial buildings.

C. These guidelines address the visual image of all buildings within commercial and industrial developments. The prominence and location of buildings along major roads should encourage architectural design which is highly visible and innovative. Building envelopes that are well proportioned and aesthetically interesting on all visible sides are encouraged.

### **17.128.020 - Dumpsters and garbage collection systems.**

All dumpsters and other garbage collection systems shall be in an enclosed, sight-obscuring, fenced area that is a minimum of six feet tall.

### **17.128.030 - Access to parking areas.**

All accesses to any commercial, industrial or apartment buildings shall be asphalt or concrete, and must be connected to both a public or approved private street and to the required parking area.

### **17.128.040 - Lighting plan.**

All applications shall include a lighting plan. The lighting plan shall be designed to:

1. Discourage crime;
2. Enhance the safety of the project;
3. Prevent glare onto adjacent properties and into the sky;
4. Enhance the appearance and design of the project.

### **17.128.050 - Landscaping guidelines.**

A. All landscaping designs must be approved by the county planning commission.

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 regularly maintain all landscaped areas of their property, keeping them in a neat and orderly condition, including the replacement of dead and unhealthy plant materials.

### **17.128.060 - Design review.**

A. Application Deadline. The deadline for turning in a site plan is one week prior to the next planning commission meeting.

B. Application Fee. A nonrefundable application fee of two hundred dollars (\$200.00) must accompany each submittal.

### **17.128.070 - Design review requirements.**

The planning office and planning commission are responsible for reviewing plans for all development, including construction of any type, landscaping, lighting, signage and deed restrictions. All plans shall be reviewed by the planning commission to determine their compliance with the covenants and county code.

### **17.128.080 - Related ordinances.**

The following chapters of the Uintah County Code apply to all commercial, industrial, and apartment buildings constructed within Uintah County:

- A. Fencing and Screening. See Fence Regulation [Section 17.116.070](#)
- B. Signs. See Sign Regulation [Chapter 17.100](#)
- C. Parking. See Parking Regulations [Chapter 17.96](#)

### **17.128.090 - Additional requirements.**

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

1. Trees.
2. Other types of tall vegetation.
3. Landscaped berms, etc.

**17.128.100 - Buildings located within the urban boundary.**

When a commercial, industrial or apartment building is located along a State or Federal Highway, Main Street or Aggie Boulevard within the "Urban Boundary" (see map in Appendix A) the following regulations will also be required:

- A. All facades facing public or private streets shall be constructed of high quality materials including the following:
  1. 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.
  2. Up to forty (40) percent may be of another type of material that is integrated into the architectural design;
- B. Any side of a building facing any adjoining residence shall be aesthetically-enhanced with materials to match the front of the building;
- C. All required parking and/or customer parking areas shall be asphalt or concrete.
- D. A minimum of ten percent of all property must be landscaped. All areas not paved, used as parking or built upon must be landscaped and, where necessary, irrigated. Forty (40) percent of total landscape requirement must be vegetation. Use of water conserving trees, shrubs, and groundcovers are recommended.

**Appendix - A**

