



Uintah County Building, Planning & Zoning

152 E. 100 N. Vernal, UT 84078

Office: (435) 781-5336 / Fax: (435) 781-5352

Communication Tower Building Permit Checklist

This is a list of items that may be necessary to obtain a building permit. You must have these items checked before a building permit will be issued. Please allow us a minimum of 10 working days for processing a completed building permit.

*Before applying for a building permit, a **Uintah County Conditional Use Permit (CUP)** is required. Please contact our planning department for further information.*

***** Incomplete applications will not be accepted. *****

- CONDITIONAL USE PERMIT APPROVAL**
You must have approval of a CUP for a communications tower prior to obtaining a building permit. Note: an approved site plan must be included in the CUP.
- FAA APPROVAL**
Approval from the FAA (Federal Aviation Administration) is required for towers with height greater than twenty (20) feet. See www.faa.gov for more information. (The applicable form is 7460_1.)
- FIRE MARSHAL APPROVAL**
Three sets of plans must be stamped approved by the fire marshal before they will be accepted by the building official. (He will keep one set.)
- APPLICATION**
This needs to be filled out completely. All the applicable contractor information (general, concrete & electrical) with license numbers and signatures must be on the application. A licensed contractor is required for commercial work. (No owner-building is allowed.) At the time of submittal a plan check fee is required. (This may be \$50 or \$200, depending on project size.) **Please note that use of a credit card requires an additional fee.**
- PROOF OF OWNERSHIP DEMONSTRATED BY**
Property Tax ID number – May be found on your tax notice or on a plat map obtained from the Recorder’s office. If you do not own the property, a lease agreement or owner affidavit must be signed and *notarized* by the property owner.
- SET-BACK SITE PLAN**
You should include a complete site plan showing **measurements** from all 4 property boundary sides. (A copy of the approved site plan in your CUP will suffice if measurements are included or have been added.)
- PLAN CHECK**
Plans will be reviewed prior to receiving a permit. Two (fire marshal-approved) sets of plans (large enough for easy detail-reviewing) must be submitted to the building office. These should include tower dimensions, an electrical wiring diagram, elevations, and a cross section of footing/foundation. One approved copy will be returned to you.
- BID AMOUNT**
You will need to provide us with an estimated cost amount for the job.

**APPLICATION FOR
PLAN EXAMINATION AND
BUILDING PERMIT**

NAME _____

STREET _____

I. LOCATION OF BUILDING	OWNER _____
	APPLICANT _____ PHONE _____
	BUILDING ADDRESS _____ ZONING DISTRICT _____
	MAILING ADDRESS _____ LOT# _____
	SUBDIVISION _____ (NO) _____ LOT _____ (STREET) _____ (CITY) _____ (STATE) _____ (ZIPCODE) _____
GPS COORDINATES _____	

II. TYPE AND COST OF BUILDING - All applicants complete Parts A- D

<p>A. TYPE OF IMPROVEMENT</p> <p>1. <input type="checkbox"/> New building / Structure</p> <p>2. <input type="checkbox"/> Addition</p> <p>3. <input type="checkbox"/> Remodel</p> <p>4. <input type="checkbox"/> Repair, replacement</p> <p>5. <input type="checkbox"/> Demo</p> <p>6. <input type="checkbox"/> Electrical / Mechanical</p> <p>7. <input type="checkbox"/> Manufactured Home on private lot</p> <p>8. <input type="checkbox"/> Manufactured Home in park</p> <p>9. <input type="checkbox"/> Moving (Relocating)</p> <p>10. <input type="checkbox"/> Other: _____</p>	<p>D. PROPOSED USE - For "Wrecking" check most recent use</p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align:top;"> <p>Residential</p> <p>11. <input type="checkbox"/> One family/Town home</p> <p>12. <input type="checkbox"/> Duplex</p> <p>13. <input type="checkbox"/> 3 or more units - Enter number of units _____</p> <p>14. <input type="checkbox"/> Transient hotel, motel or dormitory - Enter number of units _____</p> <p>15. <input type="checkbox"/> Garage/Outbuilding</p> <p>16. <input type="checkbox"/> Carport</p> <p>17. <input type="checkbox"/> Other - Specify _____</p> </td> <td style="width:50%; vertical-align:top;"> <p>Commercial Describe below*</p> <p>18. <input type="checkbox"/> Amusement, recreational</p> <p>19. <input type="checkbox"/> Church, other religious</p> <p>20. <input type="checkbox"/> Industrial</p> <p>21. <input type="checkbox"/> Parking garage</p> <p>22. <input type="checkbox"/> Service station, repair garage</p> <p>23. <input type="checkbox"/> Hospital, institution</p> <p>24. <input type="checkbox"/> Office, bank, professional</p> <p>25. <input type="checkbox"/> Public Utility</p> <p>26. <input type="checkbox"/> School, Library, other educational</p> <p>27. <input type="checkbox"/> Stores, mercantile</p> <p>28. <input type="checkbox"/> Tanks, towers</p> <p>29. <input type="checkbox"/> Other - Specify _____</p> <p>30. <input type="checkbox"/> Pipelines/Dams</p> </td> </tr> </table>	<p>Residential</p> <p>11. <input type="checkbox"/> One family/Town home</p> <p>12. <input type="checkbox"/> Duplex</p> <p>13. <input type="checkbox"/> 3 or more units - Enter number of units _____</p> <p>14. <input type="checkbox"/> Transient hotel, motel or dormitory - Enter number of units _____</p> <p>15. <input type="checkbox"/> Garage/Outbuilding</p> <p>16. <input type="checkbox"/> Carport</p> <p>17. <input type="checkbox"/> Other - Specify _____</p>	<p>Commercial Describe below*</p> <p>18. <input type="checkbox"/> Amusement, recreational</p> <p>19. <input type="checkbox"/> Church, other religious</p> <p>20. <input type="checkbox"/> Industrial</p> <p>21. <input type="checkbox"/> Parking garage</p> <p>22. <input type="checkbox"/> Service station, repair garage</p> <p>23. <input type="checkbox"/> Hospital, institution</p> <p>24. <input type="checkbox"/> Office, bank, professional</p> <p>25. <input type="checkbox"/> Public Utility</p> <p>26. <input type="checkbox"/> School, Library, other educational</p> <p>27. <input type="checkbox"/> Stores, mercantile</p> <p>28. <input type="checkbox"/> Tanks, towers</p> <p>29. <input type="checkbox"/> Other - Specify _____</p> <p>30. <input type="checkbox"/> Pipelines/Dams</p>
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<p>B. OWNERSHIP</p> <p>31. <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</p> <p>32. <input type="checkbox"/> Public (Federal, State or local government)</p>			

<p>C. COST</p> <p>Value..... \$ _____</p> <p>Cost of construction..... \$ _____</p>	<p>*Commercial & Residential - Describe in detail proposed use of buildings, e.g, food processing plant, machine shop, laundry building, hospital, elementary school, secondary school, college, parochial school, parking garage, department store, rental office building, office building, industrial plant. If use of existing building is being changed, enter proposed use.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>OUTSIDE FINISH</p> <p><input type="checkbox"/> Siding</p> <p><input type="checkbox"/> Stucco</p> <p><input type="checkbox"/> Brick</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	

III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others, skip to IV/V

<p>E. PRINCIPLE TYPE OF FRAME</p> <p>33. <input type="checkbox"/> Masonry (wall bearing)</p> <p>34. <input type="checkbox"/> Wood frame</p> <p>35. <input type="checkbox"/> Structural steel</p> <p>36. <input type="checkbox"/> Reinforced concrete</p> <p>37. <input type="checkbox"/> Other - Specify _____</p>	<p>G. TYPE OF SEWAGE DISPOSAL</p> <p>43. <input type="checkbox"/> Public or private company</p> <p>44. <input type="checkbox"/> Private (septic tank, etc.)</p>	<p>J. DIMENSIONS</p> <p>55. Number of stories.....</p> <p>56. Square feet of floor area</p> <p style="padding-left: 20px;">Main floor _____</p> <p style="padding-left: 20px;">2nd floor _____</p> <p style="padding-left: 20px;">Basement Total _____</p> <p style="padding-left: 20px;">Basement Finished _____</p> <p style="padding-left: 20px;">Basement Unfinished _____</p> <p style="padding-left: 20px;">Garage _____</p> <p>57. Total land area, sq.ft./acre.....</p>	
<p>F. PRINCIPLE TYPE OF HEATING FUEL</p> <p>38. <input type="checkbox"/> Natural Gas</p> <p>39. <input type="checkbox"/> Propane</p> <p>40. <input type="checkbox"/> Electricity</p> <p>41. <input type="checkbox"/> Ground Heat</p> <p>42. <input type="checkbox"/> Other - Specify _____</p>	<p>H. TYPE OF WATER SUPPLY</p> <p>45. Water Provider _____</p> <p>46. <input type="checkbox"/> Water Available</p> <p>47. <input type="checkbox"/> Sewer Available</p> <p>48. Fire Hydrant distance _____</p> <p>(If not within 600 feet contact Jeremy Raymond 435-781-6756)</p>	<p>K. NUMBER OF OFF-STREET PARKING SPACES</p> <p>58. Enclosed</p> <p>59. Outdoors</p>	<p>I. TYPE OF MECHANICAL</p> <p>Will there be central air conditioning?</p> <p>49. <input type="checkbox"/> Yes 50. <input type="checkbox"/> No</p> <p>Will there be an elevator?</p> <p>51. <input type="checkbox"/> Yes 52. <input type="checkbox"/> No</p> <p>Is there in floor heat?</p> <p>53. <input type="checkbox"/> Yes 54. <input type="checkbox"/> No</p>
		<p>L. RESIDENTIAL BUILDINGS ONLY</p> <p>60. Number of bedrooms</p> <p>61. Number of bathrooms</p> <p style="padding-left: 20px;">} Full</p> <p style="padding-left: 20px;">} Partial</p>	

IV: GENERAL CONTRACTOR		License #	License Class
Contact			
Mailing Address			
City		State	Zip
Phone #		Fax #	
Contractor Signature		Email Address	
ELECTRICAL CONTRACTOR:			
License #		License Class	Phone
Address		Fax #	
Contractor Signature		Email Address	
PLUMBING CONTRACTOR:			
License #		License Class	Phone
Address		Fax #	
Contractor Signature		Email Address	
MECHANICAL CONTRACTOR:			
License #		License Class	Phone
Address		Fax #	
Contractor Signature		Email Address	
CONCRETE CONTRACTOR:			
License #		License Class	Phone
Address		Fax #	
Contractor Signature		Email Address	
<p>By signing below I understand and agree to the following,</p> <ol style="list-style-type: none"> 1. Deposit amount paid at the time application is made is non refundable but will be credited to final cost of plan check amount. 2. Proposed work is authorized by the owner of record and that I have been authorized by 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 changes are made, including any changes in 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 & be null & void. I may enquire with Building Official for any request for extensions. 6. I may apply for a building permit refund up to 90 days after approval date and prior to commencement of work. Maximum refund could be up to 80% of permit fee to be determined by building official. 			
Authorized Signature			Application Date

V. ZONING PLAN - MAIN STRUCTURE - MINIMUM SET BACKS

***please note all front setbacks must be measured from road center or back of curb (not property line) whichever applies ***

Zone	A-1	RA-1	R-1, R-2, R-3	C - 1	1 - 1
Front	56' Center of road 35' Back of Curb	56' Center of road 35' Back of Curb	56' Center of road 30' Back of Curb	56' Center of road 35' Back of Curb	30' Right of way line
Sides	10' from property line	10' from property line	8' from property line	N / A	N / A
Back	10' from property line	10' from property line	See County Code	N / A	N / A

Front for Major Collector Roads 60' from road center rear 10'

VI. SITE OR PLOT PLAN - For Applicant Use (indicate North)

The grid area is intended for the applicant to draw their site or plot plan. A north arrow symbol, consisting of a circle with an 'N' to its right, is positioned in the lower right quadrant of the grid to indicate orientation.



Uintah County Site Plan Checklist for Commercial/Industrial Plans

Owner / Developer _____ Date _____
Contact Person _____ Phone _____
Property Address _____ Parcel Number _____
Mailing Address _____ Zone _____
Proposed Use of Property _____

For Office Use Only

Fee \$200.00 Date Paid _____ Receipt # _____ Plans Submitted: Yes No

REQUIRED ITEMS

To be shown on the site plan

- Site Plan must be prepared by a licensed professional and meet the Design Ordinance (attached).
- Site Plan drawn to scale.
- Dimensions and orientation of parcel.
- Location of buildings and structures, existing and proposed.
- Front (side facing street) elevation.
- Location and layout of off-street parking and loading facilities.
- Location and size of points of entries and exits to property.
- Location of walls and fences, including height and construction materials.
- Height of existing and proposed buildings.
- Proposed use of structures shown on the plot plan.
- Location of existing and proposed lighting devices (lighting plan).
- Location of any existing utility lines and easements.
- Location of all easements that may affect the property.
- Landscaping plan and open space (with required amount of landscaping).
- Location and size of any on-site signs.
- Storm water run-off calculations (100 year flood).
- Storm water retention (100 year flood).
- Access road dimensions and surface type.
- Location of fire hydrants.
- [FAA Federal Aviation Administration](#)

Chapter 17.128

Commercial, Industrial, and Apartment Building Design Regulations

Sections:

17.128.010 Objectives and Characteristics of Regulations.

17.128.020 Architecture Guidelines

17.128.030 Access and Parking Areas

17.128.040 Lighting Plan

17.128.050 Landscape Architecture Guidelines

17.128.060 Design Review

17.128.070 Design Review Requirements

17.128.080 Related Ordinances

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 patterns are sustainable. The regulations provide prospective developers with a clear statement of the design goals and objectives and development requirements for Apartment, Commercial/Retail and Industrial Development.
- 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 in all apartment buildings and Commercial, Retail and Industrial Zones.

17.128.020 Architecture Guidelines

- A. Design Professionals shall be required to do all the designing and documentation for all buildings.
- B. The developer shall design and build apartments that are architecturally and aesthetically pleasing. Such design may include multi-level variant roof designs and contours, gables, decorative windows and doors, bay windows, offset entries, decorative tairs, etc.
- C. These guidelines address the visual image of all buildings within the 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. The following forms are central to the vision for Uintah County:
 1. Prominent components of the design include prominent entries, strong frontal roof lines, and upgraded fronts. A combination of stucco, wood/lumber, cut stone, and/or rock finishes that create a strong building character, and front and side lot landscaping will be encouraged.

2. All facades facing public or private streets or open space shall be constructed of high quality materials including the following:
 - Masonry, including stone, brick, terra cotta, architectural pre-cast concrete, cast stone, prefabricated brick panels, and stucco;
 - Glass and glass block;
 - 10% may be of another type of material that is integrated into the architectural design.
3. All buildings constructed of metal, having any exterior wall or façade fronting a public or private street shall have the exterior wall or façade of such construction as to have a maximum of architectural treatment of the above listed materials. The exterior wall or façade of any metal building fronting upon any public or private street shall not have the appearance of a metal building.
4. Facade materials that appear tacked on shall be avoided.
5. Rear building elevations, especially those facing adjoining residential areas, should be aesthetically enhanced with materials to match the front of the building.
6. Side elevations along side streets shall be treated with the same quality of design and materials as the front elevations. There shall be no unimproved side to a structure.
7. All dumpsters, air conditioning units, and other objects that are placed around buildings shall be in an enclosed, sight obscuring, fenced area.

D. Roof Forms and Materials

1. Rooftops should contribute to the visual unity of the project and should be considered from both the ground level as well as from adjacent buildings. Roofing materials should be a durable material excluding three tab composite shingles.

17.128.030 Access and Parking Areas

- A. 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.
- B. All required parking and/or customer parking areas shall be asphalt or concrete.

17.128.040 Lighting Plan

- A. 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 Landscape Architecture Guidelines

- A. Design and documentation of all site layout and landscape architecture shall be by an appropriate licensed professional. All landscaping design 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. A minimum of 10% of all property must be landscaped. All areas not paved, used as parking or built upon must be landscaped and, where necessary, irrigated. 40% of total landscape requirement must be vegetation. Use of water conserving trees, shrubs, and ground covers is required.

- D. Each owner shall regularly maintain all segments 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 (1) week prior to the next Planning Commission Meeting.

- B. Application Fee:
A non-refundable application fee of \$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 this document.

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 17.116.070.
- B. **Signs**
See Sign Regulation 17.100.
- C. **Parking**
See Parking Regulations 17.96.