



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

**Residential Building Permit Application Packet**

Building Permit Checklist	Required at Submittal of Application	Required Signatures and Notary Stamp	Office Use Only
Fill out online building permit application- upload this packet with online application.		Signature	
Owner Builder Certificate (when owner will be their own contractor)- Upload document in online application		Notary Stamped	
FEMA Floodplain Information (see question 2 below)- Upload FEMA document with online application.		Signature	
Site Plan Showing: north indicator, lot shape and dimensions, ALL structures (existing and proposed), setbacks to center of road or back of curb, setbacks from all other property lines, street(s) or other structures, easements, right-of-ways, canals, ditches, drainages, driveways, wells, septic systems, FEMA floodplain. (see attached example page 4) The site plan can be drawn by the property owner. Upload site plan with online application			
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.) Upload letter with online application. <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.			
Fire Hydrant Location (This needs to be included on your water and/or sewer availability letter from the appropriate water district.) If there is not a fire hydrant within 600 feet of the proposed structure, you need to contact <b>Jeremy Raymond, the Fire Marshal at (435)781-6756</b> for an approval letter.			
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> ) Upload document(s) with online application.			
2 Complete <b>Legible</b> , to Scale Sets of Building Plans- upload plans with online application.			
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>152 East 100 North, Vernal, UT (435)781-5307 or (435)828-6252.</b> Their office hours are Mon-Thurs 7am-6pm. Upload permit with online application.			
Fire Marshal Approval (when your property is located in the Wildland Urban Interface, or you are building on a flag lot, see also fire hydrant location above. If you are unsure contact the Fire Marshal)			
Canal Company Letter (when there is a canal or a canal easement on your property)- upload letter with online application.			
FAA Approval (when your property is located within airport zone A, B or C. If you are not sure check with the Community Development Office) If required upload approval letter with online application.			
Geotechnical Data and Compliance for Footing/Foundation (see question 3 below)- Upload any geotechnical evaluation or engineering with online application.			
2015 Energy Code Compliance Sheet (in this packet)- Upload this packet with online application.			

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

**1- Is your property a buildable lot?** 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.



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

### RESIDENTIAL 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  Manufactured Home on Private Lot  Moving

Manufactured Home in Park  Other \_\_\_\_\_

Proposed Use of Structure \_\_\_\_\_

Number of Stories \_\_\_\_\_ Value \_\_\_\_\_

Main Floor sqft \_\_\_\_\_ 2<sup>nd</sup> Floor sqft \_\_\_\_\_ Additional Floors sqft \_\_\_\_\_

Basement  Finished sqft \_\_\_\_\_  Unfinished sqft \_\_\_\_\_ Garage sqft  Attached  Detached \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ Number of Bathrooms \_\_\_\_\_

Engineer/Architect \_\_\_\_\_ 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 Owner or Authorized Agent \_\_\_\_\_



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

**Assessor's Office Manufactured Home Data Form**

New Manufactured Home Information		Used Manufactured Home Information	
Owner Name		Former Owner Name	
Phone Number		Address and/or Park Moved From	
Mailing Address		New Owner Name	
Setup Location Address		Phone Number	
Setup Location Parcel (Tax ID) Number		Mailing Address	
Make and model of Manufactured Home	Year	Setup Location Address	
Manufactured Home Serial Number		Setup Location Parcel (Tax ID) Number	
Length	Width	Make and model of Manufactured Home	Year
Purchase Price		Manufactured Home Serial Number	
Manufactured Home Dealer Information: Name-		Length	Width
License Number-		Purchase Price	
Address-			
Phone Number-			

My signature below indicates that I have carefully reviewed and verified that all of the above Information is complete and accurate.

Owner or Authorized Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Building Permit Number:	Date:
-------------------------	-------

## UINTAH COUNTY MANUFACTURED HOME SET-UP REQUIREMENTS FOR PRIVATE LOTS

Manufactured homes placed upon private lots in the unincorporated areas of the County shall be placed according to the following requirements:

### SITE SET UP & PREPARATION REQUIREMENTS:

The ground shall be cleared from all vegetation, and the ground shall be graded to slope away from the home site to provide drainage away from the home. (6" within the first 10'.)

***If the home is to be set in a low area on the lot where water may gather under or around the home, fill shall be added and compacted to 95% compaction prior to placing the home.***

### PERIMETER FOOTING:

Shall be of reinforced concrete construction, or designed by a licensed engineer, and shall extend a minimum of 30" inches below grade. Footings shall have two #4 rebar 60 grade run horizontal, with #4 rebar 60 grade set vertical 24" inches on center.

### PERIMETER FOUNDATION:

Shall be of reinforced concrete or masonry construction, and shall extend from the footing to a minimum of 8" inches above grade. Reinforcement shall be #4 rebar 60 grade run horizontal 18" on center, with one bar within 4" inches of the footing and one bar within 4" inches of the top of the wall. The perimeter foundation can also be constructed out of pressure treated lumber (in accordance with IRC R402.1) as long as the visible exterior is covered with a masonry material.

### PERIMETER BLOCKING:

Blocking shall be placed on both sides of all exterior doors and any other sidewall openings greater than 4 feet wide.

### FOUNDATION VENTILATION:

Ventilation shall be located within three (3) feet of each corner, with a minimum of 4 vents. Total ventilation required shall be one (1) square foot of opening for every 1500 square foot of area under the home.

### PIER FOOTING SIZE:

Spot footings shall be placed a minimum of 12" inches below grade in undisturbed soils. Footings shall be sized as designed by the home manufacture, or may be designed by a professional engineer licensed in the State of Utah. *When the manufacture's set-up information is not available, pier spot footings shall be a minimum of 6" X 24" X 24" concrete pads, or of an approved design. All new manufactured homes shall have the set-up manual in the home.*

### PIER LOCATION:

Piers shall be sized, located and spaced per the manufactures specifications. Piers shall be of an approved design. Blocks shall be of concrete, open cells shall be in the vertical position and capped with a solid block. *On older homes if the manufactures installation requirements are not with the home, locate piers no more than 2 feet from either end and not more than 8 feet center to center under the main rails.*

### CLEARANCE UNDER THE HOMES:

A minimum of 12" inches shall be maintained beneath the lowest member of the main frame (I-Beam of the channel beam) and the ground.

### VAPOR RETARDER:

A vapor retarder shall be placed on the ground under the home. The vapor retarder shall be a minimum six-mill polyethylene sheeting to cover the entire area under the home and overlap it at least 12" inches at all joints.

### ANCHORING INSTRUCTIONS:

After blocking and leveling the home, the installer shall secure the home against the wind. Install anchors according to the manufactures installation requirements. *If the manufactures installation requirements are not available anchors shall be spaced a maximum 2 feet from each end of the home then at a maximum of every 11 feet or per manufactured*

*specifications. Minimum load capacity for each strap shall be 4725 pounds. Straps shall be installed within an angle of 40 to 50 degrees.*

**STEPS AND LANDINGS:**

Outside steps and lands shall comply with local codes. Landings shall have a minimum width and length of 36 inches. Steps shall have a maximum rise of 8 inches and a minimum run of 9 inches.

**WATER SUPPLY:**

If the home is located in a water district where the local water pressure exceeds 80 pounds, install a pressure-regulating valve. Building waterline supply line shall be 3/4 inch nominal size.

**GAS SERVICE:**

Minimum size for a gas line serving a manufactured home shall be 3/4 inch nominal size and extend outside the home a minimum 6 inches.

**ELECTRICAL SERVICE:**

Shall be installed in approved conduit under the home. Electrical service amperage shall match the amperage listed on the home by the manufacturer.

**SEWER LINE:**

Shall be type ABS drain pipe. A clean-out shall be located outside the home and extend to grade. A Sanitary Tee shall **not** be used on a drain line when connected horizontal piping to horizontal. Minimum slope for the drain line shall be 1/4 inch fall per foot.

**GARAGES AND CARPORTS:**

The garage and carport must be supported independently of the manufactured home.

**MULTI-SECTION HOMES**

**DUCT WORK CROSS OVER:**

Clamp the flexible heating duct to the sleeves projecting through the bottom covering of the home, seal the duct adjustable collars with several wrappings of foil tape, support the duct every 4 feet or per manufacturer specification's (the duct must be supported up off the ground).

**MARRIAGE WALL PIER SUPPORT:**

Pier/support footings shall be a minimum 6" X 24" X 24" and located under the bearing points of the clear-span openings in the center marriage walls.

**INTERCONNECTION OF MULTI-SECTION HOMES:**

Fasten the roof at the ridge per manufacture specifications. Refer to manufacturer set-up guidelines.

**MARRIAGE WALL INSULATION:**

Fill open space at centerline of home, (at all ceiling, walls and floor openings) with sill-seal foam insulation or other approved insulation to prevent heat loss.



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

## 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 home 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 necessary.
- A certificate of occupancy will be received and approved before structure and/or building is occupied.
- The house and/or structure 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.

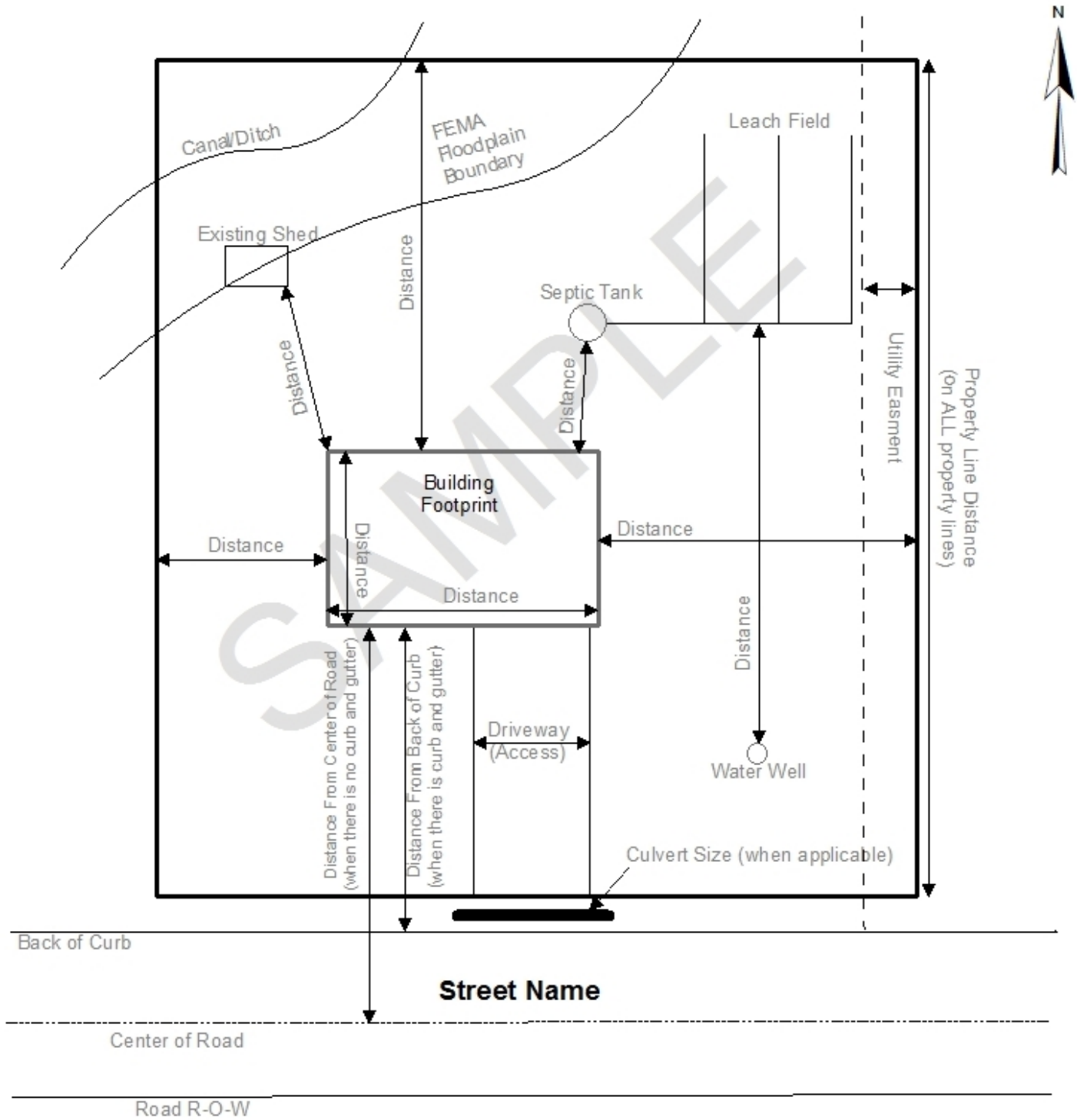
\_\_\_\_\_  
Owner or Authorized Agent Signature

\_\_\_\_\_  
Date



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

## EXAMPLE SITE PLAN



\*If you are not aware of what the required setbacks are, please contact the Community Development Department.\*