



Development Services Department

Building | GIS | Planning & Zoning

Application: Building Permit

All building permit submissions must be sent electronically and emailed to cachecountyplanreview@gmail.com. All contractors and subcontractors are **required** to have an active license from the State of Utah. The following information must accompany this form at the time of application for a building permit.

- 1. Zoning Clearance with approved site plan
- 2. Complete set plans of stamped engineered plans & calculations
- 3. Structure use type: _____
- 4. Manual J & D form (When installing a new furnace, a report generated by the Mechanical Contractor is required to show the ductwork and fittings are sized adequately for the service appliance)
- 5. Tax/Parcel number: ____-____-____-____-____
- 6. Value: \$ _____
(Excluding the land)

Property Owner

Name _____ Phone _____ Email _____

Mailing Address, City, State, Zip _____

Structure Address, City, State, Zip _____

Contractor

Name _____ Phone _____

Email _____ License # _____

Business Address, City, State, Zip _____

Plumber

Name _____ Phone _____

Email _____ License # _____

Business Address, City, State, Zip _____

Electrician

Name _____ Phone _____

Email _____ License # _____

Business Address, City, State, Zip _____

Mechanical

Name _____ Phone _____

Email _____ License # _____

Business Address, City, State, Zip _____

Architect or Engineer

Name _____ Phone _____

Email _____ License # _____

Business Address, City, State, Zip _____

I, the undersigned, acting as owner or as the duly appointed representative, understand and agree to the following:

- 1. Construction must comply with adopted codes and the owner/representative is responsible for all required services.
- 2. The cost for any and all external reviews is the responsibility of the owner/representative.
- 3. The owner/representative accepts and relieves the county from any liability for the noted structure.

Owner/Representative

Date

Cache County Building Permit Information

1. All Plans must be submitted electronically in PDF format (compressed to reduce file size) with all required documents in one email. Pictures of applications or plans will NOT be accepted.
2. The plans must be drawn to scale and should include the following:
 - a) A floor plan with dimensions of all levels, garages, decks, porches, plumbing and electrical plans, etc.
 - b) The square footage of all areas; garage, main floor, upper levels, basement, decks, porches, etc.
 - c) Elevations of all four sides which indicate building heights, all doors, windows, roof, roof pitch, roof covering, exterior wall covering, etc. The ground levels/slopes must be shown on all elevations.
 - d) Details of footings, foundation, walls, trusses or rafters, joist, all egress items including windows, doors, stairways, fireplace, beams, cantilevers, etc., and sections of all details (walls, footings, foundation, stairs, etc.).
3. Building permits for residential structures may take up to 14 days for review.
4. In the event an application has been submitted, a Plan Review has been completed, and the fees have not been paid within 180 days of being notified; the Plan Review Fee is required to be paid to the county within 30 calendar days.
5. Expiration. Every *permit* issued shall become invalid unless the work authorized by such *permit* is commenced within 180 days after the issuance or after commencement of work if more than 180 days pass between inspections. The building official is authorized to grant, in writing one or more ext. of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. *2021 International Residential Code: Permits – R105.5*
6. All refunds must be approved by the Chief Building Official. The applicant/owner/contractor must request in writing. No refunds will be issued if there have been no inspections within the required 180 days after issuing the building permit. If a refund is requested and fees have been disbursed to the appropriate office, a partial refund may be issued.
7. Certificate of Occupancy. Use and change of occupancy. A building or structure shall not be used or occupied in whole or part, and a *change of occupancy* of a building or structure or portion thereof shall not be made, until the *building official* has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provision of this code or of other ordinances of the *jurisdiction*. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the *jurisdiction* shall not be valid. *2021 International Residential Code: Certificate of Occupancy R110*

Inspection Information

Refer to your building permit for the required inspections as you begin work. **If surveyed physical property corners are not present, property lines must be located and marked by a licensed land surveyor prior to inspection.**

As a general rule, call for an inspection before you cover anything up. You must call a minimum of 24 hours in advance to schedule an inspection. Same-day inspections are not allowed. **The project must be ready by 8:00 AM the day of the inspection if you will not be ready, you will need to schedule for the following day.**

To schedule an inspection call (435)755-1650 press 1, be prepared with the following information:

1. The building permit number, property address or owner's name listed on the building permit.
2. The type of inspection needed.
3. Date and preference.

Typical Inspections

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| FOOTING & STEEL | Inspected after trenches are excavated. Forms are erected and steel is in place & tied. |
| FOUNDATION | Inspected after forms are erected & steel is in place & tied. |
| DRAIN & WATER | Inspected after all plumbing is installed and prior to the covering of any drainage or water pipes and pressure test is on before basement floor is poured. |
| ROUGH PLUMBING | Inspected after all plumbing is installed and prior to the covering of any drainage or water pipes and pressure test is on. |
| ROUGH ELECTRICAL | Inspected after all wiring is in place & before any of it is covered up. |
| ROUGH FRAMING | Inspected after the roof, all framing members, fire block, etc. are in place, and all pipes, vents & electrical wiring are installed. |
| ROUGH MECHANICAL | Inspected after flue and ducts are run; furnace is installed and gas lines sized and in place. |
| GAS PRESSURE CHECK | Pump is verified to 20 PSI with a pressure test. |
| ENERGY | Inspected after the windows are in and the walls are insulated; before drywall. |
| LATH/WALLBOARD | Inspected after all lathing and/or wallboard, interior and exterior, is in place (but before any plastering is applied), and before wallboard joints and fasteners are taped and finished. |
| CHIMNEY | Inspected while the chimney is being constructed between the time it passes through the ceiling, but prior to the time it passes through the roof. |
| STUCCO CERTIFICATION | Must be signed by installer and general contractor and then filed with the Cache County Building Department. |
| FINAL INSPECTION | Inspection after building is completed and prior to occupancy. OWNER(S) ARE NOT ALLOWED TO MOVE IN PRIOR TO RECEIVING THE CERTIFICATE OF OCCUPANCY. |