

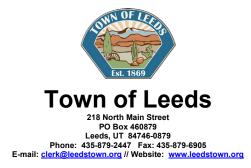
SUBMITTAL PROCESS FOR BUILDING PERMITS

TIME FRAME: Approximately twenty-one (21) days from initial application.

Applicant or representative will submit application to Leeds Town Staff for approval.

- 1. The Building Permit Application Packet is available at Town Hall and Town website. A filling fee for the building permit application is \$100.00
- 2. Complete the packets per instructions and deliver to Town Staff at Leeds Town Hall.
- 3. Applicant will be scheduled with Town Staff for a Preliminary Building Plan Review. Town Staff will review the information for compliance with Leeds Land Use Ordinances. [The Land Use Ordinance is available for download on the Town website: <u>www.leedstown.org</u>.]
- 4. Plan Examiner will review the building plans for compliance with all applicable codes. This process takes about five (5) to ten (10) business days.
- 5. After the examination is completed, Town Staff will contact the applicant to pick up one set of the building plans and pay all applicable fees.

Building Permit & Impact Fees:	
a. Building Permit	
1. Building Permit Filing Fee	\$100.00
2. Building Permit Fee	Based on Valuation
3. Building Permit Extension Fee	1% of evaluation of home
b. Excavation Permit	Based on Volume of earth moved
c. Excavation Plan Review	Based on Volume of earth moved
d. Impact Fees	
1. Park Impact Fee	\$1,300.00
2. Road Impact Fee	\$3,295.00



Please review ALL information provided in this packet prior to submitting your Building Permit Application and packet sets. <u>It is your responsibility to provide all information as required</u>. Fees for copies not included as required below will be included and charged back to applicant. Please retain a copy of all documents for your records.

- I. <u>PROVIDE TWO (2) FULL SIZE SETS OF BUILDING AND SITE PLANS</u>. Building and site plans must include plot indicating property location, site address, building, and sanitation layouts.
- 2. <u>PROVIDE PACKET INCLUDING EACH OF THE FOLLOWING</u>:
 - a. Size 24" x 30" or larger of the building and site plans including plot indicating property location, site address, building and sanitation layouts. These must have all the same information provided in the full size set of site plans in I. above.
 - b. Copies of the completed Bldg. Permit Application. Complete all blocks above the 'Building Inspector/Office Use Only' line. Include the cost of construction of work - this includes the costs associated with building the structure including material time and labor. It does not include the price of the land. The Building Inspector must authorize this cost prior to issuance of the building permit license.
 - c. Proof of the Percolation Test and Septic Permit. Percolation test must be completed by an Environmental Scientist and submitted to the Washington County Health Department for a septic permit. <u>More than one lot (i.e.: Subdivision) must include a Letter of Feasibility from the Washington County Health Department</u>. Contact Southwest Utah Public Health: 435-673-3528 to obtain your permit.
 - d. Proof of Water Service from applicable water provider. Subdivisions must also include a Utah State Water Engineer's Report.
 - e. A copy of the current contractor license and business license.
 - f. Subdivision CC&R's, if applicable.
 - g. Letter from Hurricane Valley Fire Special Service District to show compliance with current International Fire Code and receipt for Impact Fee. Contact (HVFSSD) at 435-635-9562

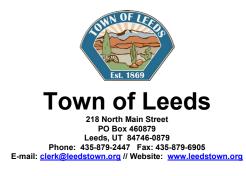
THE FOLLOWING FORMS ARE PROVIDED IN THIS PACKET AND ARE TO BE INCLUDED IN THE PACKETS [ABOVE]:

- 1. *Attachment 1.* Completed Land Use Development Permit Application.
- 2. *Attachment 2.* Give Gas Sizing Form to your Plumber if installing Natural Gas.
- 3. *Attachment 3.* If you are the Owner/Builder, complete the Owner/Builder Certification and Agreement. <u>This form requires authorization by a Notary Public</u>.
- 4. *Attachment 4.* Encroachment Permit Application. Complete at the time work is scheduled and submit to Town Hall. The application is included in this packet. Note all associated encroachment fees are in addition to Building Permit Application fees.
- 5. *Attachment 5.* Completed Building Permit Application Checklist.

TOWN OF LEEDS PERMIT #
BUILDING PERMIT APPLICATION

JOB ADDRESS:				ZONE:	
LEGAL DESCRIPTION / SUBDIVISION:		LOT #:		PARCEL ID #:	
OWNER'S NAME:					
MAILING ADDRESS:			PHONE #:		
CONTRACTOR'S NAME:		CONTRACTOR. LIC.			
MAILING ADDRESS:			PHONE #:		
ELECTRICAL CONTRACTOR:		CONTRACTOR. LIC.	#		
MAILING ADDRESS:			PHONE #:		
PLUMBING CONTRACTOR:		CONTRACTOR. LIC.	#		
MAILING ADDRESS:			PHONE #:		
CLASS OF WORK: New Mfrd Stick Garage	Pool Repair Alteration Addition	Move Rem	nove Other		
USE OF BUILDING: Residence Storage Commercial	Other specify:				
SETBACKS FROM PROPERTY LINE (FEET): Front: Rear:	Side: Side:	# OF OUTBUILDINGS	8:	LOT SIZE:	
COST OF CONSTRUCTION: \$					
WORK OR CONSTRUCTION AUTHORIZED IS SUSPENDED OR ABAN COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPL PROVISIONS OF LAWS ADN ORDINANCES GOVERNING THIS TYPE OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GI OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR T	ICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN /E AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY				
SIGNATURE OF CONTRACTOR, AUTHORIZED AGENT or OWNER ONLY IF OWN	ier/BUILDER				
	BUILDING INSPECTOR / OFFICE USE ONLY	T		1	
SQUARE FOOTAGE:	OCCUPANCY GROUP: DIVISION:	SPECIAL A	PPROVALS	REQUIRED	RECEIVED
Level 1: Outbldg:	# OF DWELLING UNITS: # OF STORIES:	Planning			
Level 2: Basement:	MAXIMUM OCCUPANCY LOAD:	Zoning			
Level 3: Other:		Health Department			
Garage:	FIRE SPRINKLERS REQUIRED: YES NO OFF-STREET PARKING: COVERED UNCOVERED OFF-STREET PARKING: COVERED OFF-STREET PARK	Fire Department			
TOTAL SQ FOOTAGE:		Soil Report			
TYPE OF CONSTRUCTION:		Water			
		Septic / Sewer Flood Plain			
IMPACT FEES:	BUILDING PERMIT FEE: \$	Right of Way			
PARKS: \$	* SURCHARGE: \$ (1% OF BLDG PERMIT FEE)	City Engineer			
SAFETY: \$	INSPECTIONS \$	Other - Specify			
ROADS: \$	PLAN CHECK FEE: \$	MAKE CHECKS PAY	ABLE TO : TOWN C	OF LEEDS	L
TOTAL IMPACT FEFS : \$ +					
TOTAL IMPACT FEES : \$ +	TOTAL BUILDING FEES: \$	= TOTAL DUE \$		01/ 11	
APPLICATION APPROVED BY BUILDING INSPECTOR	DATE	PYMT RECV'D	PLAN CHEC	CK # CK OKAY BY:	
PAYMENT RECEIVED BY CLERK/RECORDER OR TREASURER	DATE				

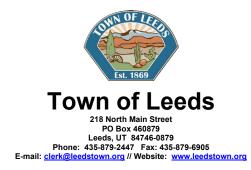
*1% SURCHARGE STATE DEPARTMENT OF COMMERCE, DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING (DOPL)



LAND USE DEVELOPMENT

PERMIT APPLICATION Attachment 1

Name of Owner/Builder		
Physical Address		
Mailing Address		
Home Phone	Business Phone	Cell Phone
	LOCATION OF CONSTRUCTION SITE	
Address		
Subdivision Name		
Lot No.	Tax ID Parcel No	Zoning
Signatu	ıre	Date



GAS SIZING INSTALLATION PLAN APPLICATION

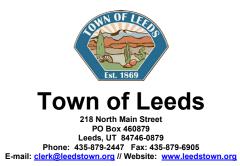
COMPLETE FORM IF INSTALLING NATURAL GAS Attachment 2

Installer's Company:					
Business Phone:			ell Phone:		
License #	F	Permit # _			
Subdivision:		Lot #		Phase:	
Project Address:					
Date:	BTU/Cubic Feet:		Inspector:		
Fuel line sized for:	4 oz. Delivery Pressure		-OR-	2 lb. Delivery Pressure	
Test Pressure:					
For In	spection please contact Me	elodie Hay	es, Building Ir	aspector at 435-313-5462	

Total Length: _____

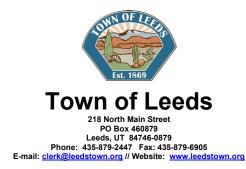
Total C.F.H. _____

Approved By:



OWNER/BUILDER CERTIFICATION AND AGREEMENT TO COMPLY WITH THE CONSTRUCTION TRADES LICENSING ACT Attachment 3

Owner/Builder Name:		
·		
Contact Phone Number(s):		
Address of Construction Site:		
Subdivision Name:	Lot No	Tax ID Parcel No.
 I am the sole owner of the property and The improvements being placed on the property and placed on the properties. I understand that work performed on the Trades License Act, and Rules of the Cona. myself as the sole property ownb. a licensed contractor; or my employee(s) on whom I have are withheld and with respect to d. any other person working unde I understand that if I retain the services as an employee for wages, to perform co Misdemeanor and may he additionally structure is a service to the law. 	understanding of the Utah Constr construction project at the above property are intended to be used the project, if it is the type of work intractors Licensing Board, must b her; or we worker's compensation insurar o whom I comply with all other a er my supervision as owner/build of an unlicensed contractor or co onstruction services for which lice ubject to an administrative fine in	ruction Trades Licensing Act: e described location. and will be used for my personal non- which is regulated under the Construction
Dated this day of	, 20	
Printed Name of Owner/Builder		
Signature of Owner/Builder		
Subscribed and sworn before me this	day of 20 in	the County of Washington, State of Utah.
Notary Public		



APPLICATION FOR RIGHT OF WAY ENCROACHMENT PERMIT

Work cannot begin until permit is granted Attachment 4 NON-REFUNDABLE Completion Guarantee Deposit

APPLICATION FEE: \$300.00

Encroachment Bond

DATE: _____

Date: ______Application is hereby made by:

Address:

Explain project:

Project Address/Location:

Attach two copies of the plan for the encroachment work. If possible, new underground utility installation crossing a paved road should be placed by boring. In any case, show the extent to which the Town Right-of-Way will be disturbed by placing poles or underground lines. Include length, width and depth of trenches for underground lines; or vertical clearance and voltage of overhead lines.

Construction to begin on or about: ______ and will be completed on or before: _____

An application fee of \$300.00 will be assessed to all work to defray costs of processing the application & inspecting any remedial work done.

A completion guarantee deposit fee of:

Pavement (including chip/seal)\$	3,000.00 up to 70 sq. ft	sq.ft. = _\$
Pavement (including chip/seal)\$60.0	0 per sq. ft. over 70 sq. ft	* 60 = \$
Gravel Surface	\$8.00 per sq. ft	* 8 = \$
Unimproved Surface	\$4.00 per sq. ft	* 4 = \$

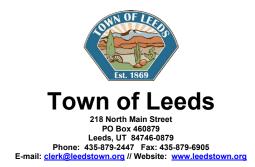
Totaling _____

The portion not required to complete the work will be returned on final inspection by the Town Engineer. If this permit is granted, the applicant agrees to abide by all of the restrictions and regulations contained in the Leeds Right-of-Way Encroachment Ordinance. In addition, safe vehicle and pedestrian traffic conditions must be maintained, including following the guidelines of Part IV of the Manual on Uniform Traffic Control Devices (MUTCD).

NAME OF APPLICANT – OWNER OR CONTRACTOR

SIGNATURE

TITLE



BUILDING PERMIT APPLICATION CHECKLIST Attachment 5

Use the following as a checklist for the packets you provide. If you do not have all information listed please complete the explanation block below.

- _____ Two sets of full size sets of building and site plans.
- _____ Percolation Test documentation from Health Department.
- _____ Proof of Septic Permit from Health Department.
- Proof of water service from culinary water provider.
- Proof Hurricane Valley Fire Special Service District requirements have been met.
- Utah Department of Health sanitation requirements have been met.
- ____ Do you have irrigation water rights? If yes, how many shares? _____
- The Uniform Construction Safety Standards have been met.
- Plans and final development meet all current ordinances and zoning requirements of the Town of Leeds.
- _____ Plans for construction/development and use of property comply with the current Town of Leeds General Plan.

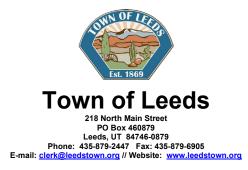
Explanation if any of the above requirements have not been met:

Signature(s) of Owner(s) of Property Date PRINT NAME SIGNATURE PRINT NAME SIGNATURE PRINT NAME SIGNATURE

Deliver all completed documents to Clerk/Recorder at Leeds Town Hall. At this time you will be scheduled to meet with a Planner for the Plan Review. Plan to allow a minimum of thirty (30) days prior to scheduling presentation with the Planning Commission IF APPLICABLE. Leeds Planning Commission Meetings are held the 1st Wednesday of each month unless otherwise noticed. Applicant or his representative must be present at the Planning Commission Meeting. Failure to appear will cause your request to be scratched from the agenda and it will be your responsibility to contact Town Hall to re-schedule.

Until approval from the Town Planner & Clerk is obtained, and all building fees are collected.

NO BUILDING WILL BEGIN



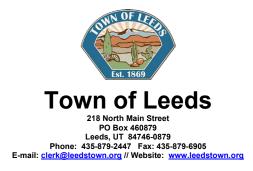
BUILDING and DEVELOPMENT REQUIREMENTS

Buildings and structures requiring a permit include, but are not limited to:

- Any structure which purpose shall be residential or commercial occupancy.
- Any structure exceeding 120 square feet in area.
- Any structure containing plumbing or electrical fixtures.
- Any structural modification to an existing building, including room additions or expansion.

The following are requirements from the International Building Code and are included in this packet for your information.

- 1. Complete signed and sealed (as required by applicable laws) architectural plans, structural plans, and material specifications of all work.
- 2. Site plans include the following information:
 - a. Size and location of all new construction and all existing structures on the site.
 - b. Distances from lot lines.
 - c. Established street grades and proposed finish grades, if applicable.
- 3. Architectural Plans and specifications include:
 - a. Description of uses and the proposed use group(s) for all portions of the building and the design approach for mixed uses, as applicable.
 - b. Proposed type of construction of the building.
 - c. Fully comply with Land Use Ordinance for starting point for all structures. This must be approved by the Planning Commission and an Architectural Committee if applicable to your property.
 - d. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
 - e. Exit signs/means of egress lighting, including power supply.
 - f. Accessibility scoping provisions.
 - g. Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
 - h. Details of plastic, insulation, and safety glazing installation.
 - i. Details of required fire protection systems.
- 4. Structural plans, specifications, and engineering details to include:
 - a. Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
 - b. Signed and sealed structural design calculations which support the member sizes on the drawings.
 - c. Local design load criteria, including (as applicable): frost depth; live loads; snow loads; wind loads; earthquake design data; other special loads.
 - d. Details of foundations and superstructure.
 - e. Provisions for required special inspections.
 - f. Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).



CONTACT NUMBERS

<u>IMPORTANT!</u> Keep this list for reference throughout construction completion.

Building Inspection: Building Inspector at 435-313-5462

Leeds Domestic Water Association (LDWA): 435-879-0278

Hurricane Valley Fire Special Service District: 435-635-9562

Questar Gas: 435-673-7514

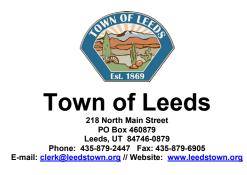
Rocky Mtn. Power: 888-221-7070

Trash Collection: Leeds Town Hall 435-879-2447 to establish account

Century Link Phone Company: 877-290-5458

Upon completion of <u>all</u> building inspections, you will receive a Certificate of Occupancy (CO) from the Leeds Building Inspector.

You will need to contact Town Clerk to begin Trash Service at that time.



TRASH COLLECTION FORM

NEW ACCOUNT?	YES	NO			
If NO, please give previous	name on account				
Termination date:					
New name on account:					
Date account opened:					
Physical address of Trash C	collection:				
Mailing address:				 	
Contact phone:					
Number of cans requested:					
Notes:					
Would you like to be added information on meetings, pu and reminders for the Town	blic notices, general		Yes No		

Email address:

OFFICE USE ONLY
NEW ACCT CREATED
OLD ACCT DEACTIVATED
BILLING CYCLE UPDATED
ADJ EMAILED TO WCSW



EXCAVATION AND GRADING PERMIT APPLICATION

Minimum Approval Requirements (1997 Uniform Building Code Appendix Chapter 33 and Standards 2018 International Building Code Appendix J Grading)

Date Submitted:	Submitted By:
Applicant Phone Number:	Applicant Email Address:
Name of Development and Address:	
Name of Applicant:	Construction Contractor:
Estimated Quantity of Grading Cut:	Fill: Cubic Yards:
Residential Project: Commercia	al / Subdivision Project:

Grading to be Performed: (check one)

□ 1. Non-disturbance of Natural Grading

Minor Grading (residential), excavation, filling, or clearing that does not disturb the natural grade of more than two thousand (2,000) square feet or result in a change to the natural grade, shall be exempt from permit requirements.

□ 2. Minor Grading

Minor Grading is defined as grading, excavation, filling, or clearing that disturbs the natural grade of more than two thousand (2,000) square feet but not more than one thousand (1,000) cubic yards.

□ 3. Engineered Grading

Engineered Grading is defined as grading, excavation, filling, or clearing that disturbs the natural grade of more than one thousand (1,000) cubic yards.

All submitted plans must conform to the current grading ordinance and must be submitted in a scalable, electronic format. All Engineered Grading Plans must conform with the current Engineered Grading Plan Application Checklist. All Minor Grading Plans must conform to the Minor Grading Plan Application Checklist.

Plans shall indicate the nature and extent of the work to be performed and that the work will conform to the 1997 Uniform Building Code Appendix J Chapter 33, Standards 2018 International

Building Code Appendix J Grading and all relevant laws, ordinances, rules and regulations. The first sheet of each set of the plans shall indicate the location of the work, name and address of the owner, the name of the person who prepared the plans and the date the plan was prepared including revision dates.

Planning Commission will require bonds as required in the current grading ordinance.

Any excavation and grading proposed within or adjacent to a floodway, floodplain, or erosion hazard zone will require additional review by the Town Planner. Additional fees, permits and requirements may apply.

Applicant Signature:		Date:
****************	******** FOR OFFICE USE O	NLY ************************************
Commercial / Subdivision Project:		
Planning Administrator Approval:		Date:
Grading Permit Fees: \$	Payment Method:	
Plan Review Fees: \$	Received by:	Date:
Excavation Calculation Fees: \$		
Floodplain Development Review Fee: \$	Total: \$	