

Leeds, UT 84746-0879
Phone: 435-879-2447 Fax: 435-879-6905
E-mail: clerk@leedstown.org // Website: www.leedstown.org

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: www.leedstown.org.]
- 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

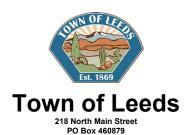
Building Permit Filing Fee
 Building Permit Fee
 Based on Valuation

3. Building Permit Extension Fee 1% of evaluation of home Based on Volume of earth m

b. Excavation Permit
 c. Excavation Plan Review
 d. Impact Fees

Based on Volume of earth moved

1. Park Impact Fee \$1,300.00 2. Road Impact Fee \$3,295.00



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Please review ALL information provided in this packet prior to submitting your Building Permit Application and packet sets. It is your responsibility to provide all information as required. 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. PROVIDE PACKET INCLUDING EACH OF THE FOLLOWING:

- 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. More than one lot (i.e.: Subdivision) must include a Letter of Feasibility from the Washington County Health Department. 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]:

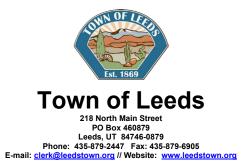
- 1. *Attachment 1.* Completed Land Use Development Permit Application.
- 2. Attachment 2. Give Gas Sizing Form to your Plumber if installing Natural Gas.
- 3. *Attachment 3.* If you are the Owner/Builder, complete the Owner/Builder Certification and Agreement. This form requires authorization by a Notary Public.
- 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 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 #:		
	Stick Carons	Deal Descir	Alteration Addition				
	Ifrd Stick Garage		Alteration Addition	Move Rem	nove Other		
USE OF BUILDING: Residence	Storage Commercial	Other specify:	0.1				
SETBACKS FROM PROPERTY LINE (FEE		Side:	Side:	# OF OUTBUILDINGS	S:	LOT SIZE:	
COST OF CONSTRUCTION: \$ NOTICE TO CONTRACTOR, AUTHO					NOTES / C	OMMENTO	
SPECIAL PERMITS MUST BE OBTAINED TO CUT UP STREETS IN MAKING SEWER & WATER CONNECTIONS, DRIVEWAYS, CURBS, ETC. THIS PERMIT BECOMES NULL & VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS OR, IF WORK OR CONSTRUCTION AUTHORIZED IS SUSPENDED OR ABANDONED FOR A 180 DAY PERIOD AT ANY TIME AFTER WORK COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.							
SIGNATURE OF CONTRACTOR, AUTHOR	RIZED AGENT or OWNER ONLY IF OW		SPECTOR / OFFICE USE ONLY				
		1					
SQUARE FOOTAGE:		OCCUPANCY GROUP:		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:		Fire Department			
TOTAL SQ FOOTAGE:		OFF-STREET PARKING: CO	OVERED UNCOVERED	Soil Report			
				Water			
TYPE OF CONSTRUCTION:				Septic / Sewer			
				Flood Plain			
IMPACT	FEES:	BUILDING PERMIT FEE: \$		Right of Way			
PARKS: \$		* SURCHARGE: \$	(1% OF BLDG PERMIT FEE)	City Engineer			
SAFETY: \$		7		Other - Specify			
ROADS: \$		PLAN CHECK FEE: \$		MAKE CHECKS PAYABLE TO : TOWN OF LEEDS			
TOTAL IMPACT FEES : \$	+	TOTAL BUILDING FEES: \$		= TOTAL DUE \$			
				PYMT RECV'D		CK#	
APPLICATION APPROVED BY BUILDING I	NSPECTOR		DATE		PLAN CHEC	K OKAY BY:	
PAYMENT RECEIVED BY CLERK/RECOR	DER OR TREASURER		DATE				

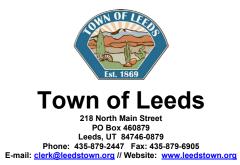
*1% SURCHARGE STATE DEPARTMENT OF COMMERCE, DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING (DOPL)



LAND USE DEVELOPMENT

PERMIT APPLICATION Attachment 1

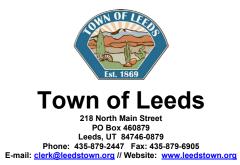
Name of Owner/Builder		
Physical Address		
Mailing Address		
Home Phone	Business Phone	Cell Phone
	LOCATION OF CONSTRUCTION SITE	
Address		
Subdivision Name		
Lot No.	Tax ID Parcel No.	Zoning
Sign	nature	Date



GAS SIZING INSTALLATION PLAN APPLICATION

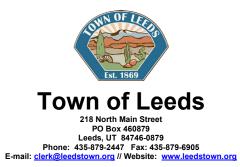
COMPLETE FORM IF INSTALLING NATURAL GAS Attachment 2

Installer's Company:				
Business Phone:		Cell Phone:		
License #	P			
Subdivision:		Lot #	Phase:	
Project Address:				
Fuel line sized for:	4 oz. Delivery Pressure	-OR-	2 lb. Delivery Pressure	
Test Pressure:				
	Inspection please contact Me		nspector at 435-313-5462 C.F.H.	
			<u> </u>	
Approved By:	Building Inspec	tor	Date	



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

Owner/Builder Name:						
Address, City, State, Zip:						
Contact Phone Number(s):						
Address of Construction Site:						
Subdivision Name:	Lot No	Tax ID Parcel No.				
are withheld and with respect to who do any other person working under my 4. I understand that if I retain the services of an as an employee for wages, to perform constru	erstanding of the Utah Contruction project at the about the about the arty are intended to be used by the cors Licensing Board, must be a complete the complete t	struction Trades Licensing Act: ove described location. ed and will be used for my personal non- rk which is regulated under the Construction				
Dated this day of	<u>,</u> 20 <u> </u>					
Printed Name of Owner/Builder						
Signature of Owner/Builder						
Subscribed and sworn before me this d	lay of, 20	in the County of Washington, State of Utah.				
Notary Public						



APPLICATION FEE: \$300.00 NON-REFUNDABLE

Work cannot beg	OF WAY ENCROACHMENT PERMIT in until permit is granted tachment 4	Completion Guarantee Deposit Encroachment Bond DATE:
Date:		RECEIVED BY:
Explain project:		
a paved road should be placed by boring	ncroachment work. If possible, new undergring. In any case, show the extent to which the bund lines. Include length, width and depth of of overhead lines.	e Town Right-of-Way will be
Construction to begin on or about:	and will be completed on or bef	ore:
An application fee of \$300.00 will be as any remedial work done.	ssessed to all work to defray costs of process	sing the application & inspecting
A completion guarantee deposit fee of:		
Pavement (including chip/seal)	\$3,000.00 up to 70 sq. ft	sq.ft. = _\$
Pavement (including chip/seal)	\$45.00 per sq. ft. over 70 sq. ft	* 45 = \$
Gravel Surface	\$6.00 per sq. ft	* 6 = \$
Unimproved Surface	\$3.00 per sq. ft	*3 = \$
		Totaling
permit is granted, the applicant agrees Right-of-Way Encroachment Ordinanc	the work will be returned on final inspection to abide by all of the restrictions and regula e. In addition, safe vehicle and pedestrian tr idelines of Part IV of the Manual on Uniform	tions contained in the Leeds affic conditions must be
NAME OF APPLICANT – OWNER OR C	ONTRACTOR SIGN	NATURE
TITLE		



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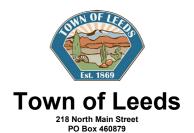
BUILDING PERMIT APPLICATION CHECKLIST

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.

Percolation Tempercolation Tempercol	•	rements have been met. been met. ares? et. and zoning requirements of the Town of Leeds. comply with the current Town of Leeds General Plan
Date	Signature(s) of Owner(s) of Prope	ty
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.



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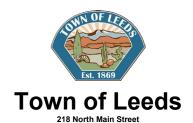
BUILDING and DEVELOPMENT REQUIREMENTS

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.).



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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

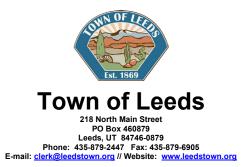
Rocky Mtn. Power: 888-221-7070

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	<u> </u>		
lf NO, please give previous	name on account				
Termination date:				_	
New name on account:					
Date account opened:					
Physical address of Trash (Collection:				
Mailing address:					
Contact phone:					
Number of cans requested:	<u> </u>				
Notes:					
Would you like to be added information on meetings, pu and reminders for the Towr	ublic notices, general		Yes No		
Email address:					
				[OFFICE USE ONLY
					NEW ACCT CREATED
					OLD ACCT DEACTIVATED
					BILLING CYCLE UPDATED
					ADJ EMAILED TO WCSW



Engineered Grading Plan Application

Checklist

Engineered Grading is defined as grading, excavation, filling, or clearing that disturbs the natural grade of more than one thousand (1,000) cubic yards. Prior to the commencement of any Engineered Grading, an applicant must submit an Engineered Grading Plan and Drainage Plan consisting of the following:

		r sheet indicating the location of the work, name and address of the owner, a statement of the credentials engineer who prepared the plans, and the date the plan was prepared including revision dates.
		al vicinity of the proposed site.
		ty limits and accurate contours of existing ground and details of terrain.
		g Ground Slope Map for the proposed site.
		g dimensions, elevations, or finish contours to be achieved by the grading and proposed drainage channels
		ated construction.
		ind-fill map.
		cross-sections of cuts/fills resulting from excavation and grading work extending 20 feet beyond grading
	bounda	aries.
		of surface and subsurface drainage devices, retaining walls, cribbing, dams, etc. to be constructed with or art of the proposed work.
П		nage Study.
		sed Stormwater detention quantities and facilities as calculated in the Drainage Study.
	•	on of any existing buildings or structures on the site and the location of any buildings or structures on
		nt property which is within 30 feet of the site or which may be affected by the proposed grading.
	-	e boundary and the location of existing utilities and existing easements.
	A soils	engineering report with the recommendations incorporated in the plans and specifications. Soils engineer
	shall a	cknowledge that plans are in accordance with the soils report by stamping and signing the plan or by letter.
	An ero	sion control plan stamped and signed by a professional civil engineer licensed in the State of Utah and
		ning BMP details.
		P prepared by a stormwater inspector certified in the State of Utah.
		nanent erosion control plan addressing the final conditions of the site in accordance with the current
		nance policy.
		of Utah – NOI.
	-	ve dust plan implementing best management practices for permanent and ongoing dust control including
_		tallation of an air quality index monitor whose data is readily accessible to the Town.
		ing plan, if applicable.
Ш		iled Narrative containing:
	0	An estimate of the volumes, in cubic yards, of cut and/or fill and the area of the site to be graded.
	0	A statement regarding the phasing and timing of any grading activities. If the applicant/permittee needs to grade materially out of sequence, or fails to grade in sequence, as identified in the narrative and the
		Engineered Grading Plan, the Town reserves the ability to invoke its enforcement rights as set forth in 10-
		18B-12 of the Leeds Town Code.
	0	A statement concerning the ultimate disposition of any excess dirt that shall remain within Town limits. Any
	O	location within the Town limits used for the disposal of excess dirt shall require a separate grading permit
		application and issuance of a separate grading permit for the receiving site.
	0	A description of equipment and methods to be employed in the grading process.
	Any ad	lditional information reasonably deemed necessary by the Town.

All submitted plans and specifications must be stamped and signed by a professional civil engineer licensed in the State of Utah.

Compliance with the Engineered Grading Plan Application Checklist will be determined by the Planning Committee of the Town of Leeds.



Minor Grading Plan Application Checklist

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. Prior to the commencement of any Minor Grading, an applicant will submit a Minor Grading Plan and Drainage Plan consisting of the following:

Location of the site.
Name of the owner/applicant.
A statement of the credentials of the person who prepared the plan.
The date the plan was prepared.
A general vicinity of the proposed site.
Limiting dimensions and depth of cut and fill.
Location of any buildings or structures where work is to be performed and the location of any
buildings or structures within 30 feet of the proposed grading.
Typical cross-section of the cuts/fills resulting from excavation and grading work.
Retaining walls greater than 4 ft in height or creating slopes steeper than 2 horizontal to 1
vertical must be engineered by a licensed professional in the State of Utah.
Additional items as required by the Town.

Compliance with the Minor Grading Plan Application Checklist will be determined by the Planning Commission of the Town of Leeds.



TOWN OF LEEDS 218 N. MAIN ST, PO BOX 460879 LEEDS, UT 84746 435.879.2447

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: Sul	bmitted By:		
Applicant Phone Number:	Applicant Ema	il Address:	
Name of Development and Address:			
Name of Applicant:	Construction	Contractor:	
Estimated Quantity of Grading Cut:	Fill:	Cubic Yards:	
Residential Project: Commercial / S	Subdivision Project:]	
thousand (2,000) square feet or result i requirements. 2. Minor Grading Minor Grading is defined as grading, extwo thousand (2,000) square feet but not as the square feet or result is requirements.	n a change to the natura ecavation, filling, or cleari ot more than one thousal ing, excavation, filling, or	ng that disturbs the natural grade of more	than
All submitted plans must conform to the current All Engineered Grading Plans must conform wit Grading Plans must conform to the Minor Gradi	th the current Engineered	d Grading Plan Application Checklist. All Mi	
Plans shall indicate the nature and extent of the Building Code Appendix J Chapter 33, Standard Building Code Appendix J Grading and all releve the plans shall indicate the location of the work, the plans and the date the plan was prepared in	ds 2018 International vant laws, ordinances, rul , name and address of th	es and regulations. The first sheet of each	set of
Planning Commission will require bonds as req	uired in the current gradi	ng ordinance.	
Any excavation and grading proposed within or additional review by the Town Planner. Addition			ire
Applicant Signature:		_ Date:	
************	*** FOR OFFICE USE ONL	Y *******	
Commercial / Subdivision Project:			
Planning Administrator Approval:		Date:	
Grading Permit Fees: \$Plan Review Fees: \$Excavation Calculation Fees: \$			
Floodplain Development Review Fee: \$	Total: \$		