



Town of Leeds

218 North Main Street
PO Box 460879
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	
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



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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. PROVIDE TWO (2) FULL SIZE SETS OF BUILDING AND SITE PLANS. 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

PERMIT # _____

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 <input type="checkbox"/> Mfrd <input type="checkbox"/> Stick <input type="checkbox"/> Garage <input type="checkbox"/> Pool <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Remove <input type="checkbox"/> Other <input type="checkbox"/>																																							
USE OF BUILDING: Residence <input type="checkbox"/> Storage <input type="checkbox"/> Commercial <input type="checkbox"/> Other <input type="checkbox"/> specify: _____																																							
SETBACKS FROM PROPERTY LINE (FEET): Front: _____ Rear: _____ Side: _____ Side: _____		# OF OUTBUILDINGS:	LOT SIZE:																																				
COST OF CONSTRUCTION: \$																																							
NOTICE TO CONTRACTOR, AUTHORIZED AGENT, OWNER/BUILDER: 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.		NOTES / COMMENTS																																					
SIGNATURE OF CONTRACTOR, AUTHORIZED AGENT or OWNER <u>ONLY IF OWNER/BUILDER</u>																																							
BUILDING INSPECTOR / OFFICE USE ONLY																																							
SQUARE FOOTAGE: Level 1: _____ Outldg: _____ Level 2: _____ Basement: _____ Level 3: _____ Other: _____ Garage: _____ TOTAL SQ FOOTAGE:		OCCUPANCY GROUP: _____ DIVISION: _____ # OF DWELLING UNITS: _____ # OF STORIES: _____ MAXIMUM OCCUPANCY LOAD: _____ FIRE SPRINKLERS REQUIRED: YES <input type="checkbox"/> NO <input type="checkbox"/> OFF-STREET PARKING: COVERED <input type="checkbox"/> UNCOVERED <input type="checkbox"/>																																					
TYPE OF CONSTRUCTION:		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">SPECIAL APPROVALS</th> <th style="width: 10%;">REQUIRED</th> <th style="width: 10%;">RECEIVED</th> </tr> </thead> <tbody> <tr><td>Planning</td><td></td><td></td></tr> <tr><td>Zoning</td><td></td><td></td></tr> <tr><td>Health Department</td><td></td><td></td></tr> <tr><td>Fire Department</td><td></td><td></td></tr> <tr><td>Soil Report</td><td></td><td></td></tr> <tr><td>Water</td><td></td><td></td></tr> <tr><td>Septic / Sewer</td><td></td><td></td></tr> <tr><td>Flood Plain</td><td></td><td></td></tr> <tr><td>Right of Way</td><td></td><td></td></tr> <tr><td>City Engineer</td><td></td><td></td></tr> <tr><td>Other - Specify</td><td></td><td></td></tr> </tbody> </table>		SPECIAL APPROVALS	REQUIRED	RECEIVED	Planning			Zoning			Health Department			Fire Department			Soil Report			Water			Septic / Sewer			Flood Plain			Right of Way			City Engineer			Other - Specify		
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City Engineer																																							
Other - Specify																																							
IMPACT FEES: PARKS: \$ _____ SAFETY: \$ _____ ROADS: \$ _____ TOTAL IMPACT FEES: \$ +		BUILDING PERMIT FEE: \$ _____ * SURCHARGE: \$ _____ (1% OF BLDG PERMIT FEE) INSPECTIONS: \$ _____ PLAN CHECK FEE: \$ _____ TOTAL BUILDING FEES: \$																																					
APPLICATION APPROVED BY BUILDING INSPECTOR _____ DATE _____		PYMT REC'VD _____ CK # _____ PLAN CHECK OKAY BY: _____																																					
PAYMENT RECEIVED BY CLERK/RECORDER OR TREASURER _____ DATE _____																																							

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



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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 _____

Signature

Date



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GAS SIZING INSTALLATION PLAN APPLICATION

COMPLETE FORM IF INSTALLING NATURAL GAS
Attachment 2

Installer's Company: _____

Business Phone: _____ Cell Phone: _____

License # _____ 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 Inspection please contact Melodie Hayes, Building Inspector at 435-313-5462

Total Length: _____ Total C.F.H. _____

Approved By: _____
Building Inspector

_____ Date



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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. _____

CERTIFICATION

I, _____, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

1. I am the sole owner of the property and construction project at the above described location.
2. The improvements being placed on the property are intended to be used and will be used for my personal non-commercial, non-public use.
3. I understand that work performed on the project, if it is the type of work which is regulated under the Construction Trades License Act, and Rules of the Contractors Licensing Board, must be performed by the following:
 - a. myself as the sole property owner; or
 - b. a licensed contractor; or
 - c. my employee(s) on whom I have worker's compensation insurance coverage, on whom required payroll taxes are withheld and with respect to whom I comply with all other applicable employee/employer laws; or
 - d. any other person working under my supervision as owner/builder to whom no compensation is paid; and
4. I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than as an employee for wages, to perform construction services for which licenser is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000.00 for each day on which I violate the law.

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 _____



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APPLICATION FOR RIGHT OF WAY ENCROACHMENT PERMIT

Work cannot begin until permit is granted
Attachment 4

APPLICATION FEE: \$300.00 NON-REFUNDABLE	
<input type="checkbox"/>	Completion Guarantee Deposit
<input type="checkbox"/>	Encroachment Bond
DATE: _____	
RECEIVED BY: _____	

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)...\$60.00 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

TITLE

SIGNATURE



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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.

- 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:

Date _____ Signature(s) of Owner(s) of Property

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.

NO BUILDING WILL BEGIN

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



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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

IMPORTANT! 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 all 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.



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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 Collection: _____

Mailing address: _____

Contact phone: _____

Number of cans requested: _____

Notes:

Would you like to be added to the Town email list to receive information on meetings, public notices, general information, and reminders for the Town of Leeds? Yes ___
No ___

Email address: _____

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



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: _____ 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: Commercial / 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 ONLY *****

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: \$ _____**