Weber County Development Process

In an effort to streamline the building permit process, Weber County has produced this packet as a means to assist you in understanding the application procedure and requirements when applying for a building permit. This packet includes the necessary submittal checklists outlining the required information you will need to prepare and provide for a complete building permit submittal.

Prior to any site or construction designs, please contact our office for assistance in determining if the property is considered a "Lot of Record" and if the building lot falls within a potential geologic hazard area. If it is determined that the lot is not considered a "Lot of Record", the subdivision process will need to be approved prior to accepting any development plans. If a potential geologic hazard exists, a site reconnaissance letter or a geologic and geotechnical report addressing the hazards prepared and signed by a qualified geologist and geotechnical engineer will be required at the time of building permit submittal.

The following materials have been included in this application packet for your convenience:

- Building Permit Submittal Checklist
- Building Permit Application
- Example site plan

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your building permit request, the following materials will be required at the time of submission of your application:

- Complete and Signed Building Permit Application
- All items listed on the attached Submittal Checklist (incomplete applications will not be accepted)
- Geologic and/or geotechnical studies or reports regarding the building lot if it is found to be in a potential geologic-hazardous area
- Other supporting materials as applicable

Weber County requires that adequate proof of culinary and waste water approvals have been received and/or the applicable connection fees have been paid to the servicing providers. These items will not be required at the initial submittal stage; however these items will be required to be submitted to our office prior to the issuance of the building permit.

By following the outlined procedures your applications will be processed and reviewed in the timeliest manner possible. If you have any further questions regarding the required materials, process, or ordinances for building permit applications, please feel free to contact our office at the address and phone number listed below.

Weber County Engineering and Planning Division | www.co.weber.ut.us
2380 Washington Blvd., Suite 240 Ogden, Utah 84401-1473 | Voice: (801) 399-8374 | Fax: (801) 399-8862

Residential Building Permit Submittal Checklist

Incomplete applications will not be accepted or held. All required items shall be submitted.

_____ A lot located in an approved/ recorded subdivision or proof of a "Lot of Record" determination

_____ Geologic site reconnaissance clearing the lot for development or

*If an engineering geologist deems additional studies are necessary,

_____ A copy of the final geotechnical and geologic reports stamped, signed and dated by an approved Utah State Engineering Geologist and Geotechnical Engineer, if applicable.

_____ Letter from Structural Engineer stating the plans have been designed to meet the Engineering Geologist and Geotechnical Engineer's recommendations, if applicable

_____ A copy of final, approved Hillside Review, if applicable

_____ Completed permit application including the signature of the general contractor and or the owner.

- Must include the name, address and state contractor's license numbers for the General Contractor, Electrical, Plumbing and Mechanical sub-contractors.

_____ Two site plans with labels and scale

Site plans shall include, at a minimum, but are not limited to the following information for review:

- Lot/Parcel Boundary Lines
- North Arrow
- Existing site contours
- The proposed location of new structure footprint with dimensions from proposed structure to the property lines
- All existing structure footprint locations
- Street (labeled) and driveway location
- Easements/right-of-ways, if applicable
- Seasonal or year-round stream corridors

_____ Two complete and identical sets of the plans with scale

All plans shall include, at a minimum, but are not limited to the following information for land use review:

- Building elevations (renderings) reflecting natural grade with dimensions showing height measured from highest natural grade and the lowest natural grade to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the highest point of the ridge of a pitch or hip roof.
- Structure Footing\Foundation plan including all decks/porches/covered patios
- Floor plans (all levels)
- Section\Details
- Structural calculations from the Engineer of record
- Energy Conservation Compliance Method:
  - _____REScheck
  - _____ Other _____

_____ SWPPP Storm Water Pollution Prevention Plan (State/Local)

_____ Receipt for payment of Fire District Impact Fee and approval of the fire protection system.
(Fire Sprinkler system required if the building area exceeds 5,000 square feet, including basement)

_____ All engineered, architectural and site plans are to be combined into one PDF file format to scale.

The following items will not be required at the initial submittal stage; however these items will be required to be submitted to our office prior to the issuance of the building permit:

_____ Septic Tank Permit from Weber County Environmental Health Department or authorization to connect to an approved wastewater disposal system

_____ Receipt from an approved culinary water system or an authorization specific to the building lot for connection to the water system. An approved and tested well permit from Weber County Environmental Health Department is also permitted.

PLANS AND ENGINEERING SHALL BE STAMPED ORIGINAL, SIGNED AND DATED BY THE ENGINEER OF RECORD. (PHOTO COPIES ARE NOT ACCEPTABLE).

Prepayment Collected: _____ Receipt Number: _____

Submitted By: _____

Date Received: _____ Received By: _____

Weber County Building Permit Application

Incomplete applications will not be accepted or held. All required items shall be submitted.

Date Submitted /Completed	Fees *(Office Use)*	Receipt Number *(Office Use)*

Property Owner Contact Information		**Authorized Representative Contact Information**	
Name of Property Owner(s)		Name of Person Authorized to Represent the Property Owner(s)	
Phone	Email (Required)	Phone	Email(Required)

Property Information

Property Address	Land Serial Number		Current Zoning
Subdivision Name	Lot Number	Acreage	Frontage
Culinary Water Provider	Secondary Water Provider		Waste Water Provider
Detailed Description of Proposed Use/Structure			

Contractor Information

Architect or Engineer:	Phone Number:
General Contractor:	Contractor's Address:
Phone number:	State License:
Electrical Contractor:	Contractor's Address:
Phone number:	State License:
Plumbing Contractor:	Contractor's Address:
Phone number:	State License:
Mechanical Contractor:	Contractor's Address:
Phone number:	State License:

Submittal Requirements: *(Check all that apply)*

Parcel Information: *Check one*

- ❑ Lot of Record
- ❑ Lot within an approved subdivision meeting the applicable notes on the plat

Site plan with required information demonstrated on the site plan as outlined on the Submittal Checklist:

- **Site Access:** *Check One*
  - ❑ Across own front property line
  - ❑ Flag lot approval date: _____
  - ❑ Alternative Access approval date: _____
- **Setback Requirements:** *Check all that apply*
  - ❑ Meets setbacks per ordinance:
    Front: _____ Side: _____ Rear: _____ Side Street: _____
  - ❑ Meets additional setbacks per outlined "Site Restrictions"
- **Large Accessory Building:**
  - ❑ Located in the front or side of main dwelling with conforming architectural style and material as main building.
  - ❑ Located behind dwelling
- **Height Requirements:** *Check one*
  - ❑ Meets height requirements per Weber County Land Use Code
  - ❑ Height Variance approval date:_____

Site Restrictions: *Check all that apply*

- ❑ FEMA Flood Zone_____
- ❑ Buildable area recorded on the plat
- ❑ Lot identified as a "R" (restricted lot)
- ❑ Areas of slope greater than 25%
- ❑ Geologic Study Area
- ❑ Site Elevation below 4,218
- ❑ Wetlands as identified by the USGS

- Western Weber Stream Corridor:
  - ❍ Year-Round stream; or
  - ❍ Ephemeral stream
- Ogden Valley Sensitive Lands:
  - ❍ Scenic Corridor
  - ❍ Ridgeline
  - ❍ Historic/Prehistoric and/or Cultural Resources
- Ogden Valley Stream corridor setbacks:
  - ❍ North Fork, South Fork & Middle Fork of the Ogden River: 100' setback from high water mark
  - ❍ Year Round: 75' setback from high water mark
  - ❍ Ephemeral: 50' setback from high water mark

The following submittal items are considered required items and shall be submitted with the building permit application. Incomplete applications will not be accepted or held.

- Geology:
  - ❍ Geologic Unit: _____ as determined by Weber County staff member: _____
    - ❒ Geologic site reconnaissance required? Y/N
  - ❍ If yes, Geologic site reconnaissance clearing the lot for development will be required to be submitted or if an engineering geologist deems additional studies are necessary, the final geotechnical and geologic reports will be required to be stamped, signed and dated by an approved Utah State Engineering Geologist and Geotechnical Engineer.
- Two complete and identical sets of the plans with scale including the following information:
  - ❍ Site Plan including existing site contours and lot/parcel boundary lines
  - ❍ Building elevations (renderings) reflecting natural grade
  - ❍ Structure Footing\Foundation plan including all decks/porches/covered patios
  - ❍ Floor plans (all levels)
  - ❍ Section\Details
  - ❍ Structural calculations from the Engineer of record
  - ❍ Energy Conservation Compliance Method (REScheck or other method)
  - ❍ SWPPP Storm Water Pollution Prevention Plan (State/Local)
  - ❍ Receipt for payment of Fire District Impact Fee
  - ❍ All engineered, architectural and site plans are to be combined into one PDF file format to scale
- The following items will not be required at the initial submittal stage; however these items will be required to be submitted to our office prior to the issuance of the building permit:
  - ❍ Proof of approved wastewater disposal system
  - ❍ Proof of approved culinary water system

Signature of Property Owner or Authorized Representative

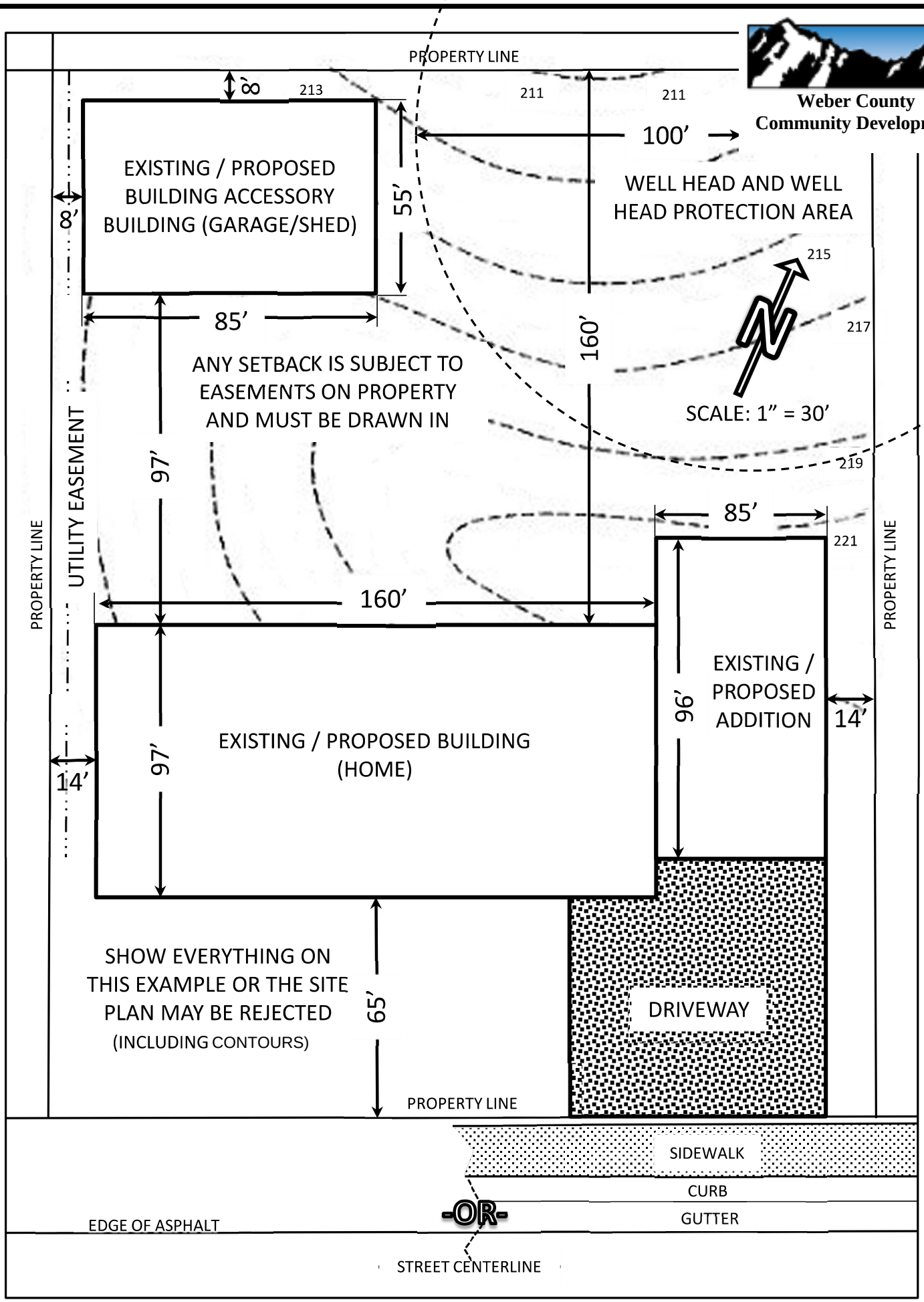
I (We), _____, depose and say that I (we) am (are) the owner(s) or authorized representative of the property identified in this application and that the statements herein contained, the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

_____
Signature of Property Owner

Or

_____
Signature of Authorized Representative

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to 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 dose not presume to give authority to violate or cancel the provisions of any State or local law regulating construction or the performance of construction and I make this statement under penalty of perjury.



SITE PLAN EXAMPLE

THIS IS AN EXAMPLE ONLY & IS NOT DRAWN TO SCALE

SITE PLANS SHOULD BE DRAWN TO SCALE, & ZONING WILL DETERMINE SETBACKS