



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 and calculations
- 3. Utility Connection Agreement (New residential only)
- 4. Structure use type: _____
- 5. Manual J & D form (When installing a new furnace a report generated by Mechanical Contractor is required to show the duct work and fittings are sized adequately for the service appliance)
- 6. Tax/Parcel number: ____-____-____-____-____
- 7. 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 to all 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 city/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 require 3 to 10 days for processing.
4. An application for a permit for any proposed work is will be considered abandoned 180 days after filing if the permit has not been issued with fees paid. *2015 International Residential Code: Permits - R105.3.2 Time limitation of application.*
5. In the event an application has been submitted, a plan review has been completed, and the fees have not been paid within 180 days; the plan review fee will be required to be paid to the county.
6. In the event a reviewed plan is not paid for or canceled the plan review fee (the time inspectors have spent reviewing the plan) must be paid within 30 calendar days.
7. After a permit is issued by paying the fees, work must commence within 180 days and may continue without interruption if required inspections are completed. *2015 International Residential Code: Permits – R105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after the issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time work is commenced.*

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. Inspection times are AM and PM only. For an AM inspection you must be ready by 7:00 AM the day of the inspection and for a PM inspection you must be ready by 1:00 PM the day of the inspection.

To schedule an inspection call 755-1650, **a minimum of 24 hours in advance**, 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 of AM or PM for inspection.

Typical Inspections

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.