

# LEVAN TOWN BUILDING PERMIT APPLICATION

## NEW CONSTRUCTION

Application Date _____	Construction: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> NON-RESIDENTIAL	Permit Number _____
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To Be Filled In By Applicant PLEASE PRINT OR TYPE

Owner \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

JOB SITE (Approximate Address) \_\_\_\_\_

Existing Use of Parcel	Intended Use of Parcel
<input type="checkbox"/> Vacant <input type="checkbox"/> Multiple Units <input type="checkbox"/> Agriculture <input type="checkbox"/> Commercial/ Specify Type <input type="checkbox"/> Single Family <input type="checkbox"/> Industrial/ Specify Type <input type="checkbox"/> Duplex <input type="checkbox"/> Other/ Specify Type	<input type="checkbox"/> Agriculture <input type="checkbox"/> Addition <input type="checkbox"/> Single Family <input type="checkbox"/> Commercial/Specify Type <input type="checkbox"/> Duplex <input type="checkbox"/> Industrial/Specify Type <input type="checkbox"/> Multiple Units <input type="checkbox"/> Other/ Specify Type

No. Dwelling Units	<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental/ Resell	No. Stories	No. Bedrooms
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Bldg. Dimensions X	Carport/Garage Dim. X	Attached No      Yes	Fireplace/ Heat Source Yes      No	Occupant Load (Commercial Only)
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Lot Dimensions X	Lot Size	No. Dwell. Units Now on Lot	Other Buildings Now On Lot And Their Current Use (Attach Sep. Sheet If Necessary)
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Contractor	Arch./Eng. (Comm. Only)	Phone No.
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Contractor's Mailing Address	City, State, Zip	Phone No.
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FLOOR	EXT. WALLS	INT. WALLS	CEILING	ROOF	HEATING	SEWAGE
<input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Other: _____	<input type="checkbox"/> Masonry <input type="checkbox"/> Frame <input type="checkbox"/> Stucco <input type="checkbox"/> Siding <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____	<input type="checkbox"/> Masonry <input type="checkbox"/> Frame <input type="checkbox"/> Plaster <input type="checkbox"/> Sheet Rock <input type="checkbox"/> Fiber Board <input type="checkbox"/> Other: _____	<input type="checkbox"/> Open Beam <input type="checkbox"/> Plaster <input type="checkbox"/> Sheet Rock <input type="checkbox"/> Wood <input type="checkbox"/> Shake <input type="checkbox"/> Other: _____	<input type="checkbox"/> Wood Sh. <input type="checkbox"/> Com. Sh. <input type="checkbox"/> Built-up <input type="checkbox"/> Metal <input type="checkbox"/> Solid <input type="checkbox"/> Other: _____	<input type="checkbox"/> Electric <input type="checkbox"/> Nat. Gas <input type="checkbox"/> L.P. G. <input type="checkbox"/> Oil <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> None <input type="checkbox"/> Other: _____

FLOORS	FINISHED SQ. FT.	UNFINISHED SQ. FT.
1		
2		
Basement		
Carport/Garage		

**APPLICANT, PLEASE READ CAREFULLY**

I agree to comply with all town, county and state building laws and ordinances. I certify that the representations in this application for a building permit are true and accurate, and I agree that any misrepresentations or errors herein are the sole responsibility of applicant and shall in no way incur or accrue liability or obligation to enforcing officers or agents.

This permit becomes null and void if work on 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.

**OCCUPANCY OF STRUCTURE IS PROHIBITED UNTIL AFTER FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY IS ISSUED.**

IF DURING THE CONSTRUCTION PROCESS ANY DAMAGE IS DONE TO LEVAN TOWNS ROADS, WATER LINES, POWER LINES, CABLE LINES, OR GAS LINES, IT IS THE RESPONSIBILITY OF THE OWNER/CONTRACTOR TO FIX THE DAMAGE.

Owner's Signature \_\_\_\_\_

Contractor's Signature \_\_\_\_\_ License No. \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Date Permit Issued \_\_\_\_\_

Bldg. Insp. Signature \_\_\_\_\_

Levan Town Clerk/Deputy Clerk Signature \_\_\_\_\_

Utilities Manager Signature \_\_\_\_\_

Planning Commission Chair or Co-Chair Signature \_\_\_\_\_

TYPE	FEE	RECEIPT #
Temp. Power		
Sewer Fee		
Water Fee		
Gas Fee		
Plan Ck. Fee		
Engineering Fee		
Electric Fee		
Street Improvement		
Water Surcharge		
Penalty		
Plan Review Fee		
Bldg. Permit Fee		
1% State Fee		
<b>TOTAL FEE</b>	<b>\$</b>	
<b>Total Valuation</b>	<b>\$</b>	

CASH       CHECK/M.O. NO. \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Contractor license verified       Plot Plan

Building Plans      Owner/Contractor  
 Yes       No

Subdivision  
 Yes    No       If Yes, Certification

Subdivision Name: \_\_\_\_\_

Lot No. \_\_\_\_\_ Plat \_\_\_\_\_ Block \_\_\_\_\_

Section \_\_\_\_\_ Range \_\_\_\_\_

Assigned Address: \_\_\_\_\_

Zone: \_\_\_\_\_

Minimum Property Setback Distances:  
 Front Setback From Centerline of Street:  
 Rear Setback From Property Line:  
 Side Street Setback From Centerline of Street:  
 Side Setback from Property Line:  
 Side Setback from Property Line:

COMMENTS:

# New Home Construction Process

Levan Town

P.O. Box 40 Levan, Utah 84639

Phone (435)623-1959 \* Fax (435)623-2730

Office Hours 8:30am-12:30pm Mon-Thurs

1. Get a permit packet from the Town Office.
2. Familiarize yourself with all of the Lot Standards for Levan Town so you can make sure your plans are in compliance with these regulations. See LOT STANDARDS in this packet.
3. Fill out all required forms. Gather all required information. See the Permit Checklist in this packet.  
It is YOUR responsibility to obtain a signature from our building inspector, AJ Smith on your permit application. He will need to look at your building plans and approve them. His signature must be on your Permit Application in order for it to be submitted. See the INSPECTION INFORMATION sheet in this packet.
4. Return everything to the Town Office.
5. You must have all of your required information in order for your permit to be reviewed. The Levan Town Clerk/Deputy Clerk will review your permit application. If everything is in order, they will approve your permit. Once they have reviewed and approved your permit application and building plans, the Town Office will calculate your permit fee. The Town Office will call when your permit fee has been calculated.
6. Go to the Town Office. Pay your permit fee and pick up your approved permit. IN ORDER FOR YOUR CONSTRUCTION TO BEGIN, YOUR PERMIT MUST BE APPROVED, ALL CONDITIONS MUST BE MET, AND YOUR PERMIT FEE MUST BE PAID.
7. For new Electrical Hookups it is your responsibility to install the electrical conduit with Cable TV line to the pole or transformer. Levan town will provide the materials for this hookup. The hookup will need to be inspected by Levan Town before use.
8. For a new gas line hookup it is your responsibility to open and close the gas line trench.
9. As you begin construction, it is your responsibility to have the Building Inspector sign off on items on the BUILDING PERMIT INSPECTION RECORD that will be given to you when you receive your approved building permit.

**10. When construction is complete, bring your completed Building Permit Inspection Record, signed by the Building Inspector, into the Town Office. The Office will then issue you a Certificate of Occupancy.**

**\*\*\*\* BE AWARE THAT ONCE YOUR POWER IS HOOKED UP DURING THE CONSTRUCTION PROCESS, YOU WILL BE BILLED AT AN INCREASED RATE ( A TEMPORARY POWER FEE PLUS DOUBLE USAGE) UNTIL YOUR SIGNED INSPECTION RECORD IS RETURNED TO THE TOWN OFFICE AND YOUR CERTIFICATE OF OCCUPANCY IS ISSUED.**

**\*\*\*\* If the work authorized by your permit has not been started within 6 months after the date of issuance, or if construction or work is suspended or abandoned for a period of 6 months, then the permit will become null and void. You may apply for an extension of time for your permit before it has expired. The time extension may be granted at the sole discretion of the town upon showing good cause. No refunds will be given for expired permits; however, there are no new fees associated with a permit extension as long as there are no changes to the original permit. If a permit and/or extension has expired, a new permit must be applied for, and be subject to the regulations and fees associated with the new permit.**

**IMPORTANT**

**If during the construction process any damage is done to Levan Towns roads, water lines, power lines, cable lines, or gas lines it is the responsibility of the owner/contractor to fix the damage!!**

# **LOT STANDARDS**

**As of October, 2014**

**No construction, enlargements, or alterations of buildings within the city limits of Levan Town will be allowed unless the following standards are adhered to:**

**1. LOT SIZE:** The minimum size your lot can be is  $\frac{1}{2}$  acre or 21,780 square feet. You also are required to have a minimum lot frontage of 80'...unless your house is on a cul-de-sac, in which case you need 120' of lot frontage. (The lot frontage is basically the measurement of your front property line). (Ordinance # 16.10.030) **\*\*If you are considering splitting up an existing property for new home construction, EACH building site must have the required  $\frac{1}{2}$  acre lot size, including areas with existing homes. In other words, if you have a large lot with a house already on it, and you intend to split off part of that lot for a building lot, both the new section of the lot and the section with the existing home on it must be at least  $\frac{1}{2}$  acre. Please make sure you have the required minimum lot size to begin home construction.**

**2. SETBACKS:**

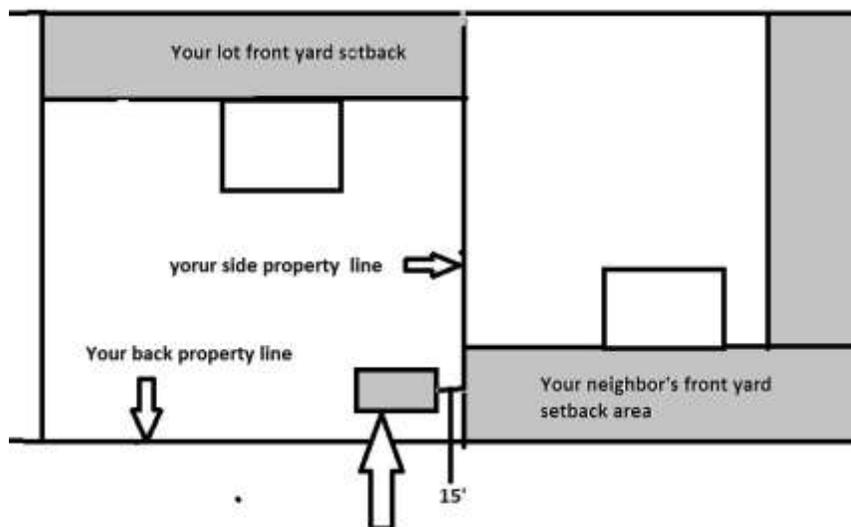
**Front:** The front of your home must be set back from your front property line at least 30'. If you have an open, front entry porch, it can stick out 10' into the front yard setback. Skylights, sills, cornices, chimneys, flues, eaves or and ornamental features can stick out 2  $\frac{1}{2}$ ' into the front yard setback. (Ordinance 16.10.040)

**Side:** On an interior lot, the sides of your home must be set back at least 8' from your side property lines. If you live on a corner lot, the side of your house that faces a street must be setback from that side property line at least 30', and the side of your house that is on the interior of the lot must be set back at least 8' from that side property line. If you have outside stairs and balconies, they can stick out 3' into the side setback area. Skylights, sills, cornices, chimneys, flues, eaves

and ornamental features may stick out 2 ½' into the side yard setback area. (Ordinance 16.10.040)

**Rear:** The back of your house must be at least 25' from your back property line. If you have outside stairs and balconies, they can stick out 3' into the rear setback area. Skylights, sills, cornices, chimneys, flues, eaves and ornamental features may stick out 2 ½' into the Rear Setback area. (Ordinance 16.10.040)

**Accessory Buildings and structures (unoccupied):** Accessory structures can only be located in the rear or side yard areas. A small accessory structure must be at least 6' from the main building. A large accessory structure must be at least 16' from the main building. Any accessory structure must be at least 5' from the side and rear property lines, but there are 2 exceptions: 1. If you live on a corner lot, and the structure is located in your side yard that faces the street, it must be setback 30' from that side property line. 2. If the accessory structure in your side or rear yard ends up being next to the Front Yard Setback area on an adjacent corner lot, then your accessory structure must be at least 15' from your property line as illustrated below:



If your accessory structure is next to a neighbor's front yard setback area, then your structure must be 15' (not 5') from that side property line.

(Ordinance 16.10.090)

**3. You can't build anything on a corner lot that will obstruct the view of an intersection.**

**A complete list of ordinances is available upon request. A minimal fee may apply.**

## **Levan Town Building Permit Checklist: New Construction**

- Completed and signed building permit application.**
- The Building Inspector's signature on your building permit application. (See the Inspection information sheet in this packet)**
- Approved and Paid Waste Water Permit. You need this permit in order to install a septic system. Contact the Local Health Department for a Wastewater System Permit Application and a list of Onsite System Professionals and instructions. Apply at Juab County Health Office, 160 North Main, at the Juab County offices in Nephi. 623-03696**
- A plat map from the county recorder. Get this document from the County Recorder at the Juab Courthouse, 160 N. Main, Nephi, UT. There is a small fee to have this printed. This document must have the below information on it. Some of this information will be printed on your plat map. You will need to draw and write the rest of the information on the plat map.**
  - The proposed building project plotted on the map.**
  - The location of the project.**
  - Set back distances on front, side and back yards (indicate the distances from the front, sides and back of your proposed building/buildings to the front, side and back property lines).**
  - Distances between buildings if you have (or intend to have) more than one building on the lot, including accessory buildings.**
  - The legal description of the property including:**
    - Any or all subdivides if applicable,**
    - Property dimensions**
    - Current deed holder or owner**
- A copy of your building plans.**
- A signed and dated information sheet included in this packet.**
- Submit all completed items to the town office.**

## **Inspection Information**

**It is the responsibility of the individual seeking a building permit to obtain a signature from our Building Inspector AJ Smith on the permit application BEFORE the permit application is presented to the Planning Commission for approval. It is also your responsibility to have AJ approve and sign off on your Building Inspection Sheet during the construction process if necessary.**

**AJ may be reached at 435-406-2515. Please leave a message if he does not answer.**

**When AJ approves your permit application, ask him what (if any) other inspections will be required on your project. Be sure to return your Building Inspection Record to the Town Office if required.**

# Information

## Obtaining a Building Permit in Levan Town

*International Building Code Section 105.1: Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.*

**All new construction, alterations, remodeling etc. requires a valid building permit BEFORE any work is commenced.**

**In order for the permit application to become a valid building permit, the items on the Building Permit Checklist must be obtained and submitted to the town office, your project must be approved, and your permit fees must be paid.**

**Planning and Zoning ordinances are in effect from the date enacted until the date they are omitted. Older projects in Levan Town may have been built before some ordinances were passed. Levan Town will follow the requirements of Juab County, the State of Utah, the International Building Code, and the Ordinances of Levan Town to protect everyone's concerns as Levan continues to develop and grow. It is the responsibility of the building permit applicant to familiarize themselves with the ordinances of Levan Town and to comply as their project proceeds.**

**I have read and understand the information in this packet...**

**Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_**