

# LEVAN TOWN BUILDING PERMIT APPLICATION

## ALTERATIONS, REMODELS AND/OR REPAIRS

Application Date

Type of Structure

Permit Number

☐ Residential ☐ Non-Residential

### PROPERTY OWNER:

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone Number(s): \_\_\_\_\_

### CONTRACTOR:

- Contact Person: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone Number(s): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

DETAILED DESCRIPTION OF WORK TO BE PERFORMED:

I agree to comply with all city, county and state building laws and ordinances. I certify that the representations in this application 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.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
License No.

### FOR DEPARTMENT USE ONLY

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

Date Permit Rejected: \_\_\_\_\_

Rejection Comments:

Building Inspector Signature:

\_\_\_\_\_

Levan Town Clerk/Deputy Clerk:

Signature: \_\_\_\_\_

Planning Commission Chair or Co-Chair

Signature: \_\_\_\_\_

Type	Fee
Plan Review Fee	
Building Permit Fee	
1% State Fee	
TOTAL FEE	\$
Total Valuation	\$

Receipt # \_\_\_\_\_

☐ Cash

☐ Check/MO# \_\_\_\_\_

Comments:

# **Alterations, Remodels & Repairs 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-Thur

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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. These will probably only apply to you if you are building an addition, thus changing the footprint of the building.
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. This signature must be on your Permit Application in order for it to be submitted to the Planning Commission. See the INSPECTION INFORMATION sheet in this packet.

4. Return everything to the Town Office.
5. Once your application is reviewed and approved 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. 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.
8. When construction is complete, bring your completed Building Permit Inspection Record, signed by the Building Inspector, into the Town Office.

**\*\*\*\* 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 if 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.**

# **LOT STANDARDS for Additions, Repairs, Remodels & Alterations**

**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. 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 1/2 ' into the front yard setback. (Ordinance 16.10.404)

**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 16.10.404)

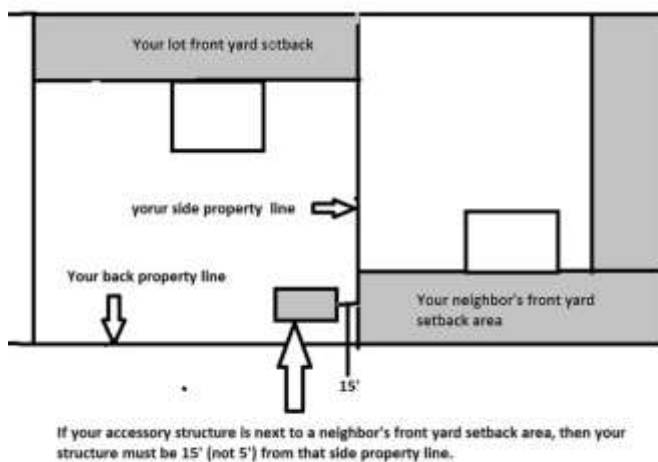
**Rear:** The back of your house must be at least 25' from your back property line. If you have outside stairs and balconies, they can stick out 3' into the rear setback area. Skylights, sills cornices, chimneys, flues, eaves and ornamental features may sick out 2 ½' into the Rear Setback area. (Ordinance 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 last 16' from the main building.**

**Any accessory structure must be at least 5' from the side and rear property lines, but there are 3 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: (ordinance 16.10.090)**



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

## **Levan Town Building Permit Checklist: Alterations, Repairs, Remodels, Additions**

- ☐ Completed and signed building permit application.
- ☐ The Building Inspector's signature on your building permit application. (See the Inspection information sheet in this packet)
- ☐ **IF you are building an addition or extending the footprint of a building, you will need a plat map from the county recorder.**( If you are not extending the footprint of a building, you may ignore this requirement). Get this document from the County Recorder at the Nephi Courthouse, 160 N. Main, Nephi, UT. As of this printing, the fee for the plat map is \$2.00 and is subject to change. 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. If your permit requires Planning Commission approval, these items must be turned in to the Town Office **AT LEAST ONE WEEK BEFORE** the next scheduled Planning Commission Meeting .

## **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 435-406-5215. Please leave a message if he does not answer. Also, please let him know if you are seeking his approval so that you can present a permit to the Planning Commission or if you require him to sign off on your building inspection record.**

**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. The town office will let you know if your permit needs to go before the Planning Commission.**

**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\_\_\_\_\_**