



## Francis City Residential & Commercial Building Permit Submittal

**Your application will not be accepted without all items.**

\_\_\_\_\_ **Application and Application Fee - \$50.00**

\_\_\_\_\_ **Deposit Fee**

Standard Plans \$1,000.00

Modular or manufactured homes \$500.00

Other structures \$250.00

Commercial structures \$2,000

\_\_\_\_\_ **Two** copies of building plans. **Minimum 18" x 24"** in size.

\_\_\_\_\_ **Two** copies of site plan showing all existing and new construction showing setbacks for front, back and sides, show height of building. **Minimum 18" x 24"** in size.

\_\_\_\_\_ **Two** copies of engineering structural calculations. All engineering is to be stamped and signed. Truss calculations to be reviewed and stamped per Engineer of Record.

\_\_\_\_\_ **Two** copies of RES *check* (Mechanical Check) Blower door certificate required for Certificate of Occupancy

\_\_\_\_\_ **One** copy of outdoor lighting plan showing the location, height, number, and type of fixtures to be used for outdoor lighting. All outdoor lighting must be full cut-off.

\_\_\_\_\_ **One** copy of signed Project Clearance Form from Summit County Fire District (Fire Marshall Jackson Coleman 435-962-2884)

\_\_\_\_\_ Water Shares turned in (new homes not in subdivisions)

\_\_\_\_\_ Signed Water & Sewer Service Agreement with copy of driver's license

\_\_\_\_\_ For homes built in a Subdivision with an HOA, an approval letter from the homeowners' association is recommended.

\_\_\_\_\_ Email address \_\_\_\_\_.

I certify that I have included **all** of the above in my permit submittals.

Applicant Signature: \_\_\_\_\_ Received by \_\_\_\_\_

Date Received \_\_\_\_\_

# FRANCIS CITY BUILDING PERMIT APPLICATION

PHONE (435) 783-6236 NOTE: 24 hours notice is required for all inspections

Application Fee \$50

|                                                                                                                                                                                                                                                                         |      |            |                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|---------------------------------------------|
| Owner of Property                                                                                                                                                                                                                                                       |      |            | Phone                                       |
| Mailing Address                                                                                                                                                                                                                                                         |      |            | City                                        |
| Bldg. Address                                                                                                                                                                                                                                                           |      |            | Email                                       |
| Proposed Use of Structure                                                                                                                                                                                                                                               |      |            | Assessors Parcel No.                        |
| Lot #                                                                                                                                                                                                                                                                   | Plat | Subd. Name |                                             |
| Property Location                                                                                                                                                                                                                                                       |      |            | [ ] If metes and bounds, attach description |
| Total Property Area in Acres or Sq. Ft.                                                                                                                                                                                                                                 |      |            | Total Bldg. Site Area Used                  |
| Date of Application                                                                                                                                                                                                                                                     |      |            | Date Work Begins                            |
| Previous Use of Land or Structure                                                                                                                                                                                                                                       |      |            |                                             |
| Dwell Units Now on Lot                                                                                                                                                                                                                                                  |      |            | Accessory Bldgs. Now on Lot                 |
| Type of Improvement/Kind of Const.                                                                                                                                                                                                                                      |      |            |                                             |
| <input type="checkbox"/> Sign <input type="checkbox"/> Build <input type="checkbox"/> Remodel <input type="checkbox"/> Addition<br><input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Convert Use <input type="checkbox"/> Demolish |      |            |                                             |
| No. Of Offstreet Parking Spaces:                                                                                                                                                                                                                                        |      | Covered    | Uncovered                                   |
| Architect or Engineer                                                                                                                                                                                                                                                   |      |            | Phone                                       |
| Business Name-Address                                                                                                                                                                                                                                                   |      |            | Business Lic. No.                           |
| General Contractor                                                                                                                                                                                                                                                      |      |            | Phone                                       |
| Business Address                                                                                                                                                                                                                                                        |      |            | State Lic. No.                              |
| Electrical Contractor                                                                                                                                                                                                                                                   |      |            | Phone                                       |
| Business Address                                                                                                                                                                                                                                                        |      |            | State Lic. No.                              |
| Plumbing Contractor                                                                                                                                                                                                                                                     |      |            | Phone                                       |
| Business Address                                                                                                                                                                                                                                                        |      |            | State Lic. No.                              |
| Mechanical Contractor                                                                                                                                                                                                                                                   |      |            | Phone                                       |
| Business Address                                                                                                                                                                                                                                                        |      |            | State Lic. No.                              |

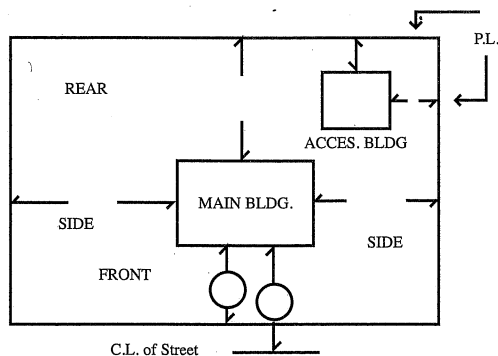
Use/Structure is  
 Permitted \_\_\_\_\_  
 Non Conforming \_\_\_\_\_  
 Conditional \_\_\_\_\_

## ZONING APPROVAL

|      |             |
|------|-------------|
| Zone | Approved by |
|------|-------------|

MINIMUM  
SETBACKS

SETBACK FOR  
SIDE ALONG  
STREET SHALL  
BE SAME AS  
FRONT SETBACK



\* Whichever  
Distance is  
Greater

|                                                               |                 |               |  |
|---------------------------------------------------------------|-----------------|---------------|--|
| Date Issued                                                   |                 | Permit Number |  |
| Square Ft. of Building                                        | Validation      |               |  |
| Other Floor                                                   | Building Fee    |               |  |
| [ ] Finish Basement                                           | Plan Check Fees |               |  |
| Carport Sq. Ft.                                               | Electrical Fees |               |  |
| Garage Sq. Ft.                                                | Plumbing Fees   |               |  |
| Other                                                         | Mechanical Fees |               |  |
| Type of Bldg.                                                 | Demo            |               |  |
| No. of Dwellings                                              | No. of Bldgs.   | Temp Conn     |  |
| No. of Stories                                                |                 | Reinspection  |  |
| Occ. Group                                                    | 1% Surcharge    |               |  |
| Type of Construction                                          | Subtotal        |               |  |
| [ ] Frame    [ ] Brick Ven.    [ ] Log                        | Water Impact    |               |  |
| [ ] Brick    [ ] Block    [ ] Concrete    [ ] Steel           | Sewer Impact    |               |  |
| Max Occ. Load                                                 | Park Impact     |               |  |
| Roof Snow Load                      psf                       | Road Impact     |               |  |
| Road Bond                                                     | Water Hook-Up   |               |  |
| No. of Bedrooms                                               | Sewer Hook-Up   |               |  |
| Fire Sprinklers Req.                                          | Blank           |               |  |
| Make all checks payable to Francis City.<br>Plan Check OK by: |                 | Total         |  |

Building Inspector Signature

## SPECIAL APPROVALS AND REQUIREMENTS

| Special Approvals                 | Required | Received | Not Req. |
|-----------------------------------|----------|----------|----------|
| Board of Adjustment               |          |          |          |
| Conditional Use                   |          |          |          |
| Road Approach permit              |          |          |          |
| Other (specify)                   |          |          |          |
| Bond                              |          |          |          |
| Fire Dept. Certificate            | ★        |          |          |
| Certificate of Occupancy          |          |          |          |
| Address                           |          |          |          |
| Must be Posted Prior to Occupancy |          |          |          |

Special Requirements or Comments

## NOTICE:

Construction may require installation of underground utilities. Francis City will not allow open excavation of roadways between October 15th and May 15. Open excavation in a Francis City right of way requires a cash bond be posted in accordance with the current adopted fee resolution.

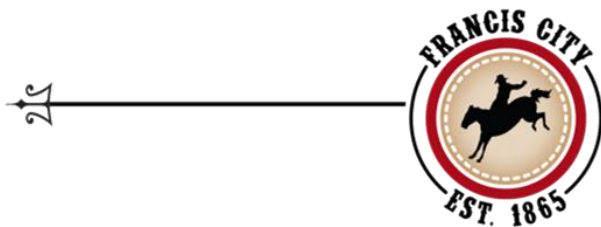
This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to 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 and that I make this statement under penalty of perjury.

Signature of Contractor or Authorized Agent

Date

Signature of owner (if Owner)

Date



# Water and Sewer Utility Application

City of Francis  
2317 South Spring Hollow Road  
Francis, Utah 84036  
P: (435) 783-6236  
F: (435) 783-6186

Complete this form and return it, along with proof of home ownership (closing or title documents), and a copy of valid identification Driver's License or State-issued Identification Card) to the City or by emailing [ahenderson@francisutah.gov](mailto:ahenderson@francisutah.gov)

**PAPERLESS** ☐ **MAILED** ☐ (Unless otherwise specified, all monthly utility bills will be sent to the mailing address.)

Applicant's Name

Spouse (if applicable)

Service Address

Mailing Address (if different from service address)

Is property address outside Francis City boundaries?

☐ yes ☐ no If yes, attach proof of City Council approval

Primary Phone

Secondary Phone

Email Address

Social Security Number

Driver's License Number

Birth Date

Employer Name

Employer Phone

Emergency Contact

Emergency Contact Phone

☐ I certify that I am the legal owner/resident of this property.

Will this property be a rental property? ☐ yes ☐ no If yes, a rental property business license is required.  
Please ask for the application and information.

☐ I certify that I am the legal owner/landlord of this property.

☐ Rental property business license attached.

The City shall make the requested connection from its water and sewer main to the water meter and up to the property line or to the meter if the meter is installed within the property. The water and sewer connection so made by the City, including the meter, shall remain the property of the City, and the City shall have access thereto at all times. Applicant will be bound by all rules, regulations, resolutions and ordinances enacted now or hereafter by the City applicable to the City water and sewer system.

Applicant agrees to pay all charges for water and sewer service as adjusted from time to time by the City Council until such time as the service is disconnected. In the event of a failure to pay utility charges within the due dates fixed by the City Council or failure of the occupant to conform to the ordinances and regulations established by the City Council, the City shall have the right to discontinue service pursuant to written notice until all delinquencies and any reconnection fees are paid in full. The City shall have the right to institute collection proceedings by all means available, including suit in a court of property jurisdiction. The applicant agrees to pay all costs of collection including court costs and attorney's fees. If the water meter freezes during construction, the applicant will be charged for a new meter. The meter will not be replaced until payment is received by the City.

Applicant Signature

Date

## FOR OFFICE USE ONLY

Outside City Boundaries? ☐ yes ☐ no  
City Council Approval Attached? ☐ yes ☐ no ☐ n/a  
Closing Date: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Meter #: \_\_\_\_\_  
Office Tech: \_\_\_\_\_ Date: \_\_\_\_\_



## **FRANCIS CITY BUILDING PERMIT PROCEDURES**

### **Pre-Application**

Please review the information available on our website concerning zoning, proposed use, setbacks and height requirements. Contact the City Planner at 435-280-4040 with any additional questions.

### **Application**

The building permit application may be picked up from the City Office at 2317 South Spring Hollow Road or online at [www.francisutah.gov](http://www.francisutah.gov). The office hours are Monday through Thursday, 8:00 AM to 4:30 PM. Contact Greg White, Building Inspector, at 435-640-1799, for any building code questions or inspections. There is a \$50.00 application fee, which is collected when the application is submitted.

### **Submitting Application**

Application should be submitted at the City Office. Include with the application two clearly legible sets each of engineered building plans on a minimum size of 18"x24", site plan, engineering structural calculations, RES check (mechanical check), outdoor lighting plan, and South Summit Fire District Project Clearance Form. A non-refundable deposit is required at the time of application and will be credited toward the permit when paid or forfeited if plans are withdrawn. The deposit fees are as follows:

Standard Plans \$1,000.00  
Modular or Manufacture Homes \$500.00  
Other Structures \$250.00  
Commercial projects \$2,000

After the plans are submitted, they will be checked for zoning compliance and then forwarded to the Building Inspector who will review the plans and approve them. The inspector will also tabulate the building permit fee based on the current ICC.

### **South Summit Fire District Project Clearance Form**

Applicants must pay a fee to the Summit County Fire Department and obtain the signature of the Fire Marshall Jackson Coleman to obtain a Project Clearance Form. Phone Number 435-962-2884.

## Issuance

The permit will be forwarded to the City Office for issuance after it approved by the Building Inspector. The applicant will be notified that the permit is ready for issuance and apprised of the fees due. In addition to the building permit fee, the following fees must be paid prior to issuance of a building permit for a new residence:

|                             |                    |
|-----------------------------|--------------------|
| Water Impact Fee            | \$5,209            |
| Sewer Impact Fee            | \$2,223            |
| Park Impact Fee             | \$437              |
| Road Impact Fee             | \$1,547            |
| Water Connection Fee        | \$500 + meter cost |
| Sewer Connection Fee        | \$500              |
| Driveway Bond (Refundable*) | \$2,500            |

\* Driveway bond is refundable after 1 year of occupancy if there is no road damage, and the driveway approach meets City Standard. Road bonds may not be approved when there is snow or debris on the road and/or driveway. Submit written request to the Francis City Office to request driveway bond refund. Include name and physical address. Driveway Approach Standard is included in the packet.

In addition, for homes not built in an approved subdivision which has already supplied the required water, the City requires a net 0.45-acre feet (could change without notice) of wet water for indoor culinary use for each equivalent residential unit and a net three-acre feet of wet water for outdoor use of each one acre of land in the parcel. For purposes of this total acreage calculation, the City shall exclude the acreage to be covered by the footprint of the proposed permanent structures and the driveway. Wet water is defined as water rights in quantity, quality, duration, and availability as determined by the Utah State Engineer sufficient when connected to culinary use to meet the required amount.

Any other items or applications, as required by the County, State Agency, or Francis City, must be received prior to issuance. Such items may include, but are not limited to, right-of-way encroachment, County Health Department approval, Fire Marshall approval, etc.

For homes built in a Subdivision with an HOA, an approval letter from the homeowners' association is recommended.

## Inspections

Once a building permit is issued, the following inspections are required by the Building Inspector:

- A. Footings and setback (*forms must be inspected prior to concrete being poured*).
- B. Foundation (*forms must be inspected prior to concrete pour*).
- C. Underground Plumbing (*please call Luke Thomas with Public Works at 435-300-6186 for water and sewer line inspections when installed. If lines are covered before they are inspected, the City will require they be uncovered for said inspection*).
- D. Four-way rough, includes frame, electrical, plumbing, and mechanical
- E. Insulation
- F. Sheet Rock
- G. Final Inspection / Certificate of Occupancy (NO Temporary Occupancy)

***Please note: Re-inspection may be required at any level. It is the builder's responsibility to schedule each inspection with the appropriate inspector at least 24 hours and up to three business days in advance of the requested inspection.***

The application for water and sewer service must be submitted to the City Office with the building permit application. Up to three business days' notice is required for water meter installation. Call Luke Thomas with Public Works at 435-300-6186 to schedule meter installation.

**DO NOT CONNECT TO CITY WATER OR SEWER WITHOUT CITY APPROVAL**

### **Certificate of Occupancy**

Once the final inspection has been made, the Building Inspector will sign the Certificate of Occupancy at the bottom of the final inspection report. A certificate may be picked up at the Francis City Office.

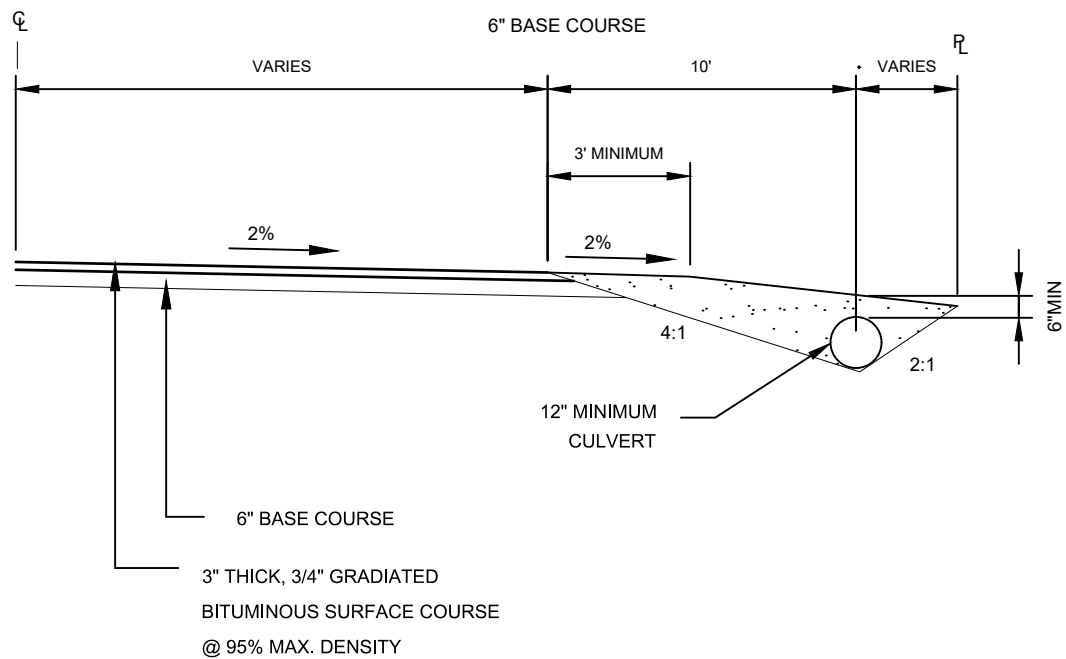
### **Temporary Power**

Temporary power must be obtained from Rocky Mountain Power for new construction of dwellings or commercial buildings. The Building Inspector will notify Rocky Mountain Power that permanent power is approved after the final inspection is passed.

### **Changes to Approved Plans**

No changes shall be made to the approved plans without first submitting two copies of the changes. Changes which would alter the use, occupancy, setback, or height of the structure must be submitted to the City Planner for review. After the Planner has determined that zoning approval can be given for the change(s), such changes shall be transferred to the Building Inspector for review of applicable building codes. Changes which do not affect zoning compliance may be submitted directly to the Building Inspector.

**NOTE:** Please check the location of water and sewer before starting construction so that the water meter etc. is not in the driveway.



**NOTES:**

1. PROPERTY OWNER SHALL MAINTAIN A 2% GRADE FOR A MINIMUM OF 3 FEET BEYOND THE EDGE OF THE ROAD.
2. PROPERTY OWNER SHALL PROVIDE A 12 INCH MINIMUM CULVERT AS SHOW IN THE DRAWING.
3. DRIVEWAYS SHALL BE 1/4" BELOW THE EDGE OF ASPHALT.
4. SIDE SLOPE: 4:1 ON FILL, 3:1 ON CUTS UP TO 5' AND 2:1 THEREAFTER.

**RESIDENTIAL DRIVEWAY APPROACH  
WITHOUT CURB & GUTTER**

**HORROCKS**  
ENGINEERS

DATE:  
APRIL 2018  
HORROCKS ENGINEERS  
728 WEST 100 SOUTH #2  
HEBER CITY, UTAH 84032  
(435) 654-2226



**FRANCIS CITY  
STANDARD DRAWINGS**

**STREETS - 8**



## **Outdoor Lighting Ordinances**

### **18.118 Commercial Outdoor Lighting**

### **18.125 Residential Outdoor Lighting**

Francis City has ordinances to preserve visibility of the night sky and regulates outdoor lighting for new or remodeled commercial and residential structures. For commercial projects, an outdoor lighting plan is approved by the city council with the site plan. Residential projects are required to submit an outdoor lighting plan with the building permit. The plan must show the location, height, number, and type of fixtures to be used for outdoor lighting.

All outdoor lighting must be full-cutoff directing the light downward (see attached examples of acceptable and unacceptable lighting fixtures). For residential structures, eaves lighting is not allowed except when directly over a porch or deck area and when the fixture is mounted at a height of 12 feet or less. Angled eaves lighting that directs light beyond the face of the eaves is prohibited.

## **Residential Landscaping – Water Conservation**

### **18.15.170 Landscaping**

Francis City requires that front yards be landscaped and has adopted the following landscaping standards for new residential front and side yards to encourage water conservation:

1. Lawn shall not be less than eight feet wide at its narrowest point.
2. Lawn shall not exceed 50 percent of the total landscaped area.
3. Lawn shall not be installed in park strips, paths, or on slopes greater than 25 percent or 4:1 grade.

Total landscaped area means improved areas of the property that incorporate all the completed features of the landscape. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, and other non-irrigated areas intentionally left undeveloped.

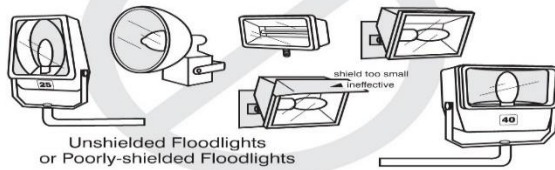
There are no water conservation standards for back yards. Inspections of new residential landscaping will be performed one year after occupancy for compliance with the City's standards.

**NONCUTOFF****SEMICUTOFF****CUTOFF****FULL CUTOFF**

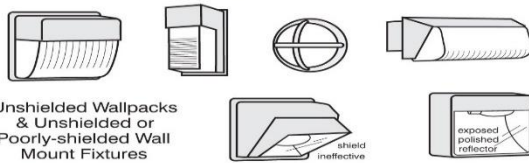
## Examples of Acceptable / Unacceptable Lighting Fixtures

### Unacceptable / Discouraged

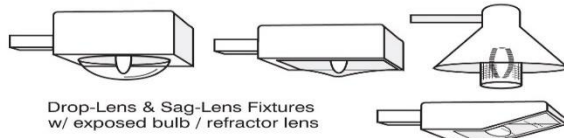
Fixtures that produce glare and light trespass



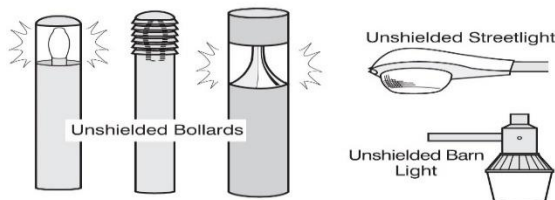
Unshielded Floodlights  
or Poorly-shielded Floodlights



Unshielded Wallpacks  
& Unshielded or  
Poorly-shielded Wall  
Mount Fixtures



Drop-Lens & Sag-Lens Fixtures  
w/ exposed bulb / refractor lens



Unshielded Bollards

Unshielded Streetlight

Unshielded Barn  
Light

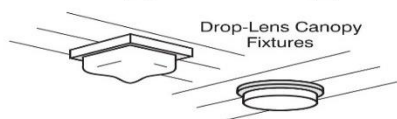


Louvered  
'Marine' style  
Fixtures

Unshielded  
'Period' Style  
Fixtures



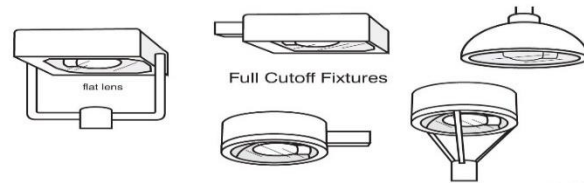
Unshielded PAR  
Floodlights



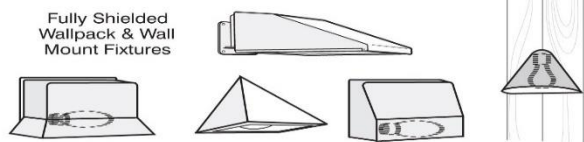
Drop-Lens Canopy  
Fixtures

### Acceptable

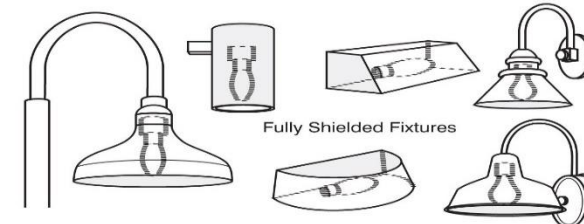
Fixtures that shield the light source to minimize glare and light trespass  
and to facilitate better vision at night



Full Cutoff Fixtures



Fully Shielded  
Wallpack & Wall  
Mount Fixtures



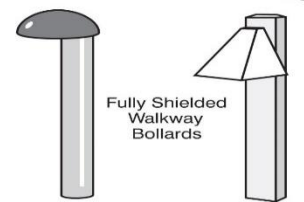
Fully Shielded Fixtures



Full Cutoff Streetlight



Fully Shielded  
Barn Light



Fully Shielded  
Walkway  
Bollards



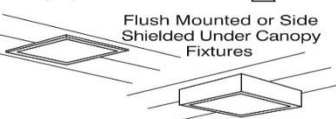
Fully Shielded  
Decorative  
Fixtures



Fully Shielded  
'Period' Style  
Fixtures



Shielded / Properly-aimed  
PAR Floodlights



Flush Mounted or Side  
Shielded Under Canopy  
Fixtures

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