

Commercial Building Permit Checklist

General Information

Before submitting your application, ensure you have completed the following:

- ☐ Commercial Building Permit Application (signed by owner and contractor)
- ☐ Commercial Site Plan Application (complete with all required attachments)
- ☐ Application fees paid in full
- ☐ All required documents uploaded in PDF format to <https://fairfieldtown-ut.gov/>.
- ☐ Any required conditional use permit obtained (if applicable)
- ☐ All engineering, planning, and fire approvals completed prior to building permit issuance

Property and Ownership Information

- ☐ Property Owner's name, address, phone, and email
- ☐ Contractor's name, address, license number, phone, and email
- ☐ Utah County Parcel number
- ☐ Legal description and zoning designation
- ☐ Evaluation of building value

Site Plan Submission Requirements

(Fairfield Town Code §9.1.30)

Upload a stamped site plan that includes the following:

- ☐ Dimensions and setbacks of proposed structures
- ☐ Location of septic tank and drain field, with measurements to property lines and buildings

- ☐ Certificate From Utah County Health Department for Septic System
- ☐ Location of propane tank (if applicable)
- ☐ Location of wells (active and inactive)
- ☐ Location and distance to the nearest Fairfield Town water line and fire hydrant
- ☐ Power lines, meter location, and "Will Serve" letter from Rocky Mountain Power.
- ☐ Existing and proposed driveways, access roads, and parking layout (9'x18' minimum stalls, paved)
- ☐ One van-accessible ADA stall with accessible route and slope elevations shown
- ☐ Grading plan and drainage plan with finished contours to ensure stormwater retention onsite
- ☐ Geotechnical / Soil Report: A site-specific geotechnical investigation prepared by a licensed engineer, including soil classification, bearing capacity, groundwater conditions, seismic site class, compaction requirements, and recommendations for foundation design, paving, utilities, and grading. Required for all new commercial structures and expansions, and for any site where soil conditions or proposed improvements warrant analysis as determined by the Town Engineer or Building Official.
- ☐ Retention pond details and hydrology calculations for a 100-year storm event
- ☐ Fire system details (fire line, tank, pump, hydrant)
- ☐ Location of all easements, rights-of-way, and dedications (10' utility easement along all roads)
- ☐ Landscaping and fencing details (with locations and cross-sections)
- ☐ Locations, sizes, and types of all trees over 6" in diameter
- ☐ Finished floor elevations and spot elevations around the building
- ☐ Descriptive legend, north arrow, scale, and name/contact of design professional
- ☐ Arsenic testing and report (see Arsenic Ordinance)
- ☐ Proof of adequate water shares

Required Documents

- ☐ Warranty Deed or Deed of Trust
- ☐ Record of Survey filed with Utah County Surveyor
- ☐ Boundary line agreement (if applicable)
- ☐ Any required approvals from:

- ☐ Planning Commission
- ☐ Fire Marshal (Utah County)
- ☐ Town Engineer
- ☐ Town Council
- ☐ Health Department

Construction Details

Check all applicable work requested:

- ☐ Commercial Construction
- ☐ Remodel / Tenant Improvement (TI)
- ☐ Change of Occupancy
- ☐ Electrical / Plumbing / Mechanical / Gas / Signs
- ☐ Move a Structure / Other

Review and Approval Process

Stage	Responsible Party	Approval Date / Signature
Site Plan Approval	Planning Commission	
Engineering Plan Approval	Town Engineer	
Fire Inspection	Fire Marshal	
Health Department Approval	Utah County	
Conditional Use Permit (if applicable)	Planning Commission	
Final Approval	Town Council	

Applicant Certification

- ☐ Application signed and dated by the property owner
- ☐ Application signed and dated by contractor (if applicable)
- ☐ Applicant acknowledges review of relevant Fairfield Town Code provisions.
- ☐ Applicant grants inspection access to Town representatives.