

Fairfield Town

Utah County, Utah

RESIDENTIAL BUILDING APPLICATION

Residential building permits are issued on a first-come, first-served basis, and there is a limit as to the number of building permits the Town can issue each year. For more information, see The Fairfield Growth Management Ordinance 9.5.40.

Residential Building Plans will be sent to the building Inspector for approval before a building permit is issued.

Applicant Information

Owners Name: _____ Address: _____
Phone #: _____ Email: _____
Property Address (if different from above): _____
Reservation # _____
Ut. Cnty Parcel #: _____ Current Zone: _____

Contractor Information

Contractor: _____
Address: _____
Phone #: _____ Email: _____
Contractors License #: _____

APPLICANT CERTIFICATION: I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Fairfield Town may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Fairfield Town Code and this application, and that items and checklists contained in this application are basic and minimum requirements only, and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I acknowledge that I have reviewed and understand the section from the Fairfield Town Fee Schedule and hereby agree to comply with the Town Code. I also agree to allow the staff, Planning Commission, or Town Council, or appointed agent(s) of the Town to enter the subject property to make any necessary inspections thereof.

Owner's Signature: _____ **Date:** _____

Contractors Signature: _____ **Date:** _____

BUILDING PERMIT APPLICATION CHECKLIST

Any owner or owner's 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 the Building Code, or to cause any such work to be performed, shall first make application to the Fairfield Building Department and obtain the required permit. Permits shall not be required for work exempt from a permit as outlined in the adopted codes. Work exempted from a permit does not deem to grant authorization for work to be done in any manner in violation of the Building Code. A homeowner may be subject to a Class B Misdemeanor if work requiring a permit is performed without first securing the permit(s) required. Anyone who received payment or equivalent value to perform work requiring a permit may be subject to a Class C Misdemeanor if the work is performed without first securing the permit(s) required.

**** The Building Department must approve Site Plans before submitting a Building permit application. ****

Upload stamped site plan and required documents in PDF format to the Town's website.

The Building Permit Application must include the following:

- ☐ Location of septic system, including tank and drain field;
- ☐ Certificate From Utah County Health Department for Septic System;
- ☐ Location of power lines and meter;
- ☐ Rocky Mountain Power will serve letter;
- ☐ Details of Sprinkler system, if required;
- ☐ An appropriate descriptive legend, including north arrow, scale, legal description;
- ☐ Name and contact information of architect or engineer responsible for the preparation of the site plan;
- ☐ Site plan approval
- ☐ Any other permit required by the Town
- ☐ Geotechnical / Soil Report: A full geotechnical investigation is required for all new residential structures. The report must be prepared by a licensed geotechnical engineer and include soil classification, bearing capacity, groundwater levels, and foundation recommendations.

Documents Required:

- ☐ Warranty Deed of Trust for property;
- ☐ Proof of Fairfield's acceptable culinary water transfer or well permit. State-approved culinary water transfer and point of diversion change, or well permit acceptable to the Town of Fairfield;
- ☐ Before a Septic system can be built, the Utah County Health Department must conduct a comprehensive soil and groundwater evaluation. (801) 851-7503
- ☐ Septic system plan approved and signed by Utah County;
- ☐ Copy of the Record of Survey filed with the Utah County Surveyor's office;
- ☐ Signed Approval from the Utah County Fire Marshal;
- ☐ Boundary line agreement, if applicable;
- ☐ Contractors Hold Harmless Agreement;
- ☐ Arsenic and Arsenic remediation reports; See Arsenic Ordinance

- ☐ A stamped copy of engineered plans is on-site at all times until an occupancy permit is issued.
- ☐ A portable restroom and wash station needs to be on the property until an Occupancy permit is issued.
- ☐ A mailbox with an assigned address from Fairfield town needs to be in place before an Occupancy permit is issued.
- ☐ A Dumpster is required to be on the property until a Final Occupancy permit has been issued.
- ☐ All Single-family dwellings shall have the front yards landscaped within one year and the back yards within two years of receiving a certificate of occupancy.
- ☐ Any other documents required by the Planning Commission, Building Heads, Fire Department.

Building Standards

1. Validity of Approvals and Permits

All use approvals and building permits issued by Fairfield Town shall remain valid for a period not to exceed 365 days from the date of issuance. If construction has not commenced or if the approved use has not been established within 365 days, the approval, permit, or license shall be deemed null and void. A new application, along with all required approvals, permits, or licenses, must thereafter be obtained.

2. Modifications to Approved Plans

No material changes, plan modifications, or deviations from the approved plans shall be permitted without prior written approval from the Fairfield Town Building Department or its designated representative. Any applicable fees associated with such modifications must be paid in accordance with the Fairfield Town Fee Schedule.

3. Compliance with Additional Regulations

The foregoing requirements may not encompass all applicable standards. Applicants are responsible for ensuring compliance with all provisions of the Fairfield Town Code, specifically including:

- Title 9 — Building Regulations
- Title 10 — Land Use and General Standards, including regulations pertaining to the relocation of buildings.

Approval of Building Permit Procedure.

1. Submit a building permit application to Fairfield Town. <https://fairfieldtown-ut.gov/>
2. The Building Department will check that all plans, deeds, dedications, and any other required documents needed have been submitted and approved and that the Planning Commission has approved the site plan.
3. Pay estimated building fees to Fairfield Town.
4. The Building Department will submit plans and documents to a contracted engineer for plan review and inspections.
5. Once plans have been approved, Fairfield Town will evaluate if any other building permit fees need to be paid at this time.
6. The Building Department will issue a building permit along with name(s) and number(s) for inspections.
7. Once all inspections are completed by the contracted engineer, the building department will do a final review and inspection.
8. Once the final review and inspection is completed and any remaining fees are paid, then an occupancy permit will be issued.
9. The Building Department may revoke at any time a permit which has been issued for any building constructed or being constructed or which would be or result, if constructed, in a violation of the Building Code or any Ordinance of this municipality.

Outdoor Lighting Checklist

Application for Outdoor Lighting must include any of the above criteria that may apply, and also include the following:

- ☐ Site plan page showing the location of all lighting fixtures, both proposed and already existing on the site;
- ☐ A description of each illuminating device, fixture, lamp, support, and shield, both proposed and existing. The description shall include, but is not limited to, manufacturer's catalog cuts and illustrations (including sections where required);

Lighting Standards

1. Searchlights, laser source lights, strobe or flashing lights, illusion lights, or any similar high-intensity light shall not be permitted except in emergencies by police and fire personnel or for approved special events.
2. Except as specifically allowed in Title 9.

For Office Use Only

Date: ____/____/____

- ☐ Application fees paid
- ☐ Fire Inspection completed: Date _____ By: _____
- ☐ Fire Inspection fee paid
- ☐ Zoning: _____
- ☐ Utah County Health Department Approval Number _____ (need a copy of certificate)
- ☐ Utah County Assessor Department: _____
- ☐ Road Dept
- ☐ Planning Commission: Approved: _____ Denied: _____ Date: _____

Comments: _____

- ☐ Town Council: Approved: _____ Denied: _____ Date: _____

Comments: _____

☐ **Total Fees:** _____ **Paid:** _____

☐ **Check #:** _____

☐ **License #:** _____

Title

Signature

Date